
INDIANA COMMISSION ON PROPRIETARY EDUCATION*Board of Commissioners Meeting Memorandum*

Date: March 11, 2009

From: Ross Miller, Director of Regulatory Compliance

**Subject: KAPLAN UNIVERISY
NEW DEGREE PROGRAMS**

Staff Recommendation

The staff recommends that Kaplan University be granted the authority to award the Associate of Applied Science degree, Bachelor of Science degrees, and Master of Science degree in the following programs:

(AAS) - Business Administration (Online)

(BS) – Health and Wellness (Online)

(BS) – Paralegal Studies (Online)

(BS) – Psychology (Online)

(MS) – Management (Online)

Background Information

Kaplan University is regionally accredited by the North Central Association of Colleges and Schools, the Higher Learning Commission.

The Business Administration Associate of Applied Science degree includes 96 quarter-credit hours of training, consisting of 79% in the specialty. All faculty members for the Business Administration program hold a Master's degree or higher.

The Health and Wellness Bachelor of Science degree consists of 180 quarter-credit hours, 49% in the specialty and the remaining 51% general education courses. Each faculty member of the Health and Wellness Bachelor of Science program holds a Master's degree or higher.

The Paralegal Studies Bachelor of Science degree consists of 180 quarter-credit hours, 49% in the specialty and the remaining 51% general education courses. All faculty members of Paralegal Studies Bachelor of Science degree program hold a Juris Doctor.

The Bachelor of Science Psychology program consists of 180 quarter-credit hours, 49% in the specialty and the remaining 51% general education courses. All faculty members of the Bachelor of Science Psychology degree program hold a Master's degree or higher.

The Master of Science in Management degree program consists of 56 quarter-credit hours of training. All five faculty members of the Master of Science in Management degree program hold a Doctorate.

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record Forms

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal Program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Kaplan University

Name of Program Associate of Applied Science in Business Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, PhD) AAS

Name of Person Preparing this form Holly Roth

Telephone Number 312.385.1361 Application Type

Date the Form was Prepared 1/14/2009 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The objective of the Associate of Applied Science in Business Administration program is to prepare students with the knowledge, technical skills, and work habits to pursue an entry-level position in a variety of fields, including banking, retailing, sales, and personnel. Some graduates may seek to manage their own business. The curriculum combines accounting and microcomputer skills, with a solid foundation in managerial and interpersonal skills. Students are taught teamwork and leadership skills, as well as the ability to motivate people and communicate effectively. Decision-making and problem solving skills will also be emphasized. Kaplan University offers several options for personalizing a degree in management by focusing electives on a particular emphasis area.

Duties for graduates of this program who choose the office management emphasis area may include office responsibilities such as filing; knowledge of the accounting cycle; time-management principles and organization; preparing and distributing office communication such as letters, memos, and reports; and selection and use of appropriate computer software for the office environment. Graduates may also be able to find opportunities assisting executives in handling the administrative functions of the office and in participating as a member of an executive team.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

The Associate of Applied Science in Business Administration degree program consists of a minimum of 96 quarter credit hours. Upon successful completion of the program, graduates will be awarded an Associate of Applied Science degree.

Program Outcomes

General Education Literacy Outcomes

1. Communications: Demonstrate college-level communication through a variety of media.
2. Mathematics: Apply quantitative reasoning to real-world situations.
3. Science: Analyze how scientific principles are applied in real-world contexts.
4. Social Science: Critically evaluate the social or psychological issues that impact human behavior.
5. Arts and Humanities: Recognize human potential through a study of human expressions.
6. Research and Information: Apply methods for finding, evaluating, and using resources.
7. Ethics: Identify, apply, and evaluate ethical reasoning.
8. Critical Thinking: Apply critical thinking to real-life situations.
9. Technology Literacy: Use information technology to solve real-world problems and communicate effectively.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Associate of Applied Science in Business Administration

TOTAL COURSE HOURS: 96 Check one: Quarter Hours ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 6 terms TUITION: \$31,770

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>CS 113</u>	<u>Academic Strategies for the Business Professional</u>	<u>5</u>
<u>BU 100</u>	<u>Introduction to Business</u>	<u>5</u>
<u>BU 250</u>	<u>Business Math</u>	<u>5</u>
<u>MT 219</u>	<u>Marketing</u>	<u>5</u>
<u>MT 299</u>	<u>Associate's Capstone in Management</u>	<u>5</u>
<u>MT 310</u>	<u>Ethics and Legal Environment</u>	<u>6</u>
<u>100/200-level</u>	<u>Major Electives [see "Major Electives" below]</u>	<u>45</u>

MAJOR ELECTIVES

Students may choose from the following courses:

<u>AC113</u>	<u>Accounting for Non-Accounting Majors</u>	<u>5</u>
<u>AC114</u>	<u>Accounting I</u>	<u>5</u>
<u>AC116</u>	<u>Accounting II</u>	<u>5</u>
<u>AC122</u>	<u>Payroll Accounting</u>	<u>5</u>

AC239	Managerial Accounting	5
AC256	Federal Tax	5
BU204	Macroeconomics	5
BU224	Microeconomics	5
MT103	Information and Office Management	5
MT203	Human Resource Management	5
MT204	Essentials of Management	5
MT209	Small Business Management	5
MT217	Finance	5
MT220	Global Business	5
MT230	Advanced Applications	5
RT101	Principles of Retailing	5
RT201	Building Customer Sales and Equity	5
TH101	Travel Concepts	5
TH102	Sales, Marketing, and Customer Service	5
TH110	Destination Geography West	5
TH117	Global Hospitality	5
TH200	Destination Geography East	5
TH206	Hotel Management and Operations	5
TH210	Travel Technology Systems	5
TH213	Food and Beverage Management	5
TH225	Special Topics in Tourism	5
TH230	Dynamics of Trip/Event Planning	5
TH270	Advanced Meeting Planning	5
TH280	Global Applications	5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
100/200-level	Communication Course	5
200-level	Communication Course	5
100/200-level	Mathematics Course	5
	Open Electives [see "Open Electives" below]	5

OPEN ELECTIVES

Students are encouraged to use open electives to expand their major or to create a minor in their field of study. Students may also enroll in any 100/200 level course offered at the University, including:

CE101	Introduction to Early Childhood Education and Curriculum Planning	5
CE114	Infant, Toddler, and Early Childhood Development	5
CE210	Professionalism and Ethical Conduct in Child Care	5
CE220	Child Safety, Nutrition, and Health	5
CE230	Creative Activities for Young Children	5
CE240	Caring for Infants and Toddlers with Special Needs	5
CJ101	Introduction to the Criminal Justice System	5
CJ102	Criminology I	5
CJ110	Introduction to Crime Analysis	5
CJ125	Introduction to Fraud Examination	5
CJ130	Introduction to Corrections	5
CJ140	Introduction to Constitutional Law	5
CJ142	Modern Correctional Strategies and Incarceration Alternatives	5
CJ150	Juvenile Delinquency	5
CJ180	Private Security	5
CJ210	Criminal Investigation	5
CJ211	Police Operations	5
CJ212	Crime Prevention	5
CJ213	Community Policing	5
CJ215	Exploration of Computer Crime	5
CJ216	Computers, Technology, and Criminal Justice Information Systems	5
CJ220	Introduction to Criminal Intelligence Analysis	5
CJ225	Fraud Investigation	5
CJ227	Criminal Procedure	5
CJ228	Risk Management	5
CJ230	Criminal Law for Criminal Justice	5
CJ233	Introduction to Forensic Psychology	5
CJ234	Issues in Private Security	5

CJ235	Canines in Criminal Justice	5
CJ240	Legal Issues in Corrections	5
CJ242	Critical Issues in Corrections	5
CJ244	Client Relations in Corrections	5
CJ246	Human Relations in a Diverse Society	5
CJ264	White-Collar Crime	5
CJ266	Deviance and Violence	5
CJ290	Terrorism Today	5
CJ293	Investigating Terrorism	5
CJ295	World Conflict	5
CM105	College Composition I - Effective Writing I for Business Majors	5
CM115	Communicating in the 21st Century	5
CM202	Mass Communications	5
CM206	Interpersonal Communications	5
CM214	Public Speaking	5
CM225	College Composition II for Business Majors	5
CM240	Technical Communication	5
CM250	Fundamentals of Grammar and Editing	5
CM270	Writing for Multimedia	5
EF205	Scientific Foundations of Exercise and Fitness	5
EP101	Introduction to Classroom Management	5
EP114	Educational Development in School-Age Students	5
EP210	Math Methods	5
EP220	Reading and Writing Methods	5
EP230	Survey of Special Needs	5
EP240	Assisting ESL Learners	5
HS101	Medical Law and Bioethics	5
HS111	Medical Terminology	5
HS120	Anatomy and Physiology I	5
HS130	Anatomy and Physiology II	5
HS140	Pharmacology	5
HS200	Diseases of the Human Body	5
HS210	Medical Office Management	5

HS215	Medical Insurance and Billing	3
HS220	Medical Coding and Insurance	5
HS225	Medical Coding I	4
HS230	Health Care Administration	5
HS240	Medical Office Accounting	3
HS260	Anatomy, Physiology & Chemistry	5
HS265	Drugs, Disease, and Healthcare	5
HU201	Voices of Western Culture-Arts and Ideas	5
HU245	Ethics	5
HU280	Bioethics	5
HW205	Vitamins, Herbs, and Nutritional Supplements	5
HW210	Complementary and Alternative Medicine	5
HW215	Models for Health and Wellness	5
HW220	Contemporary Diet and Nutrition	5
HW275	The Edible Planet	5
HW280	Mapping the Mind-Body Divide	5
IT102	Introduction to Information Technology II	5
IT117	Introduction to Web Design	5
IT133	Software Applications	5
IT153	Spreadsheet Applications	5
IT163	Database Management	5
IT190	Foundations in Information Technology	5
IT193	Foundations of Programming Using Visual Basic	5
IT200	Software Engineering	5
IT214	Foundations of Web Design	5
IT245	Website Development	5
IT247	Website Tools	5
IT250	Enhancing Websites with PHP	5
IT254	Foundations of Programming Using C#	5
IT255	E-Commerce Development	5
IT258	Foundations of Programming Using Java	5
IT259	Intermediate Java	5
IT261	Desktop Administration	5

IT267	Systems Programming and UNIX	5
IT271	Visual Basic Fundamentals	5
IT273	Networking Concepts	5
IT274	Intermediate C#	5
IT275	Linux System Administration	5
IT276	Windows System Administration	5
IT278	Network Administration	5
IT283	Networking with TCP/IP	5
IT284	Introduction to Wireless Technologies	5
IT285	Wireless Cases	5
IT286	Introduction to Network Security	5
IT287	Introduction to Routing and Switching	5
IT293	Intermediate Visual Basic	5
LS102	Introduction to Law	5
LS182	Directed Studies in Legal Studies	2
MA104	Anatomy and Physiology I	5
MA107	Anatomy and Physiology II	5
MA126	Pharmacology	5
MA156	Pathophysiology	5
MM103	College Mathematics	5
MM150	Survey of Mathematics	5
MM180	Math Topics for the Interdisciplinary Student	4
MM204	College Algebra A	2
MM207	Statistics	5
MM212	College Algebra	5
MM218	College Algebra B	3
MM250	Introduction to Discrete Mathematics	5
MM260	Linear Algebra	5
MO250	Medical Records Management	3
MO270	Advanced Medical Office Management	5
MR100	Advanced Keyboarding	5
MR105	Keyboarding I - Fundamentals	2
MR110	Keyboarding II - Advanced Techniques	3

MR160	Pharmacology and Laboratory Medicine	5
MR250	Medical Records Transcription I	5
MR260	Medical Records Transcription II	5
MR270	Medical Records Transcription III	5
NS205	Food Safety and Microbiology	5
NS210	Nutritional Analysis and Assessment	5
NS215	Pharmacology of Nutrition	5
NS220	Nutritional Planning and Management	5
NS270	Nutritional Assessment and Management	5
NU101	Nursing Fundamentals	6
NU105	Pharmacology	5
NU110	Medical-Surgical Nursing I	6
NU120	Care of Special Populations-Obstetrics	6
NU130	Medical-Surgical Nursing II	6
NU220	Care of Special Populations, Family II- Pediatrics	6
NU240	Care of Special Populations-Mental Health Nursing II	6
NU260	Medical-Surgical Nursing III	6
NU260	Medical-Surgical Nursing III	5
NU270	Transitions Course- Issues and Trends	5
PA101	The Paralegal Professional	5
PA105	Legal and Professional Writing	5
PA106	Legal Terminology and Transcription	5
PA110	Civil Litigation	5
PA130	Contracts	5
PA165	Introduction to Torts	5
PA201	Introduction to Legal Research	5
PA202	Business Organizations	5
PA203	Interviewing and Investigation	5
PA205	Introduction to Legal Analysis and Writing	5
PA221	Wills, Trusts, and Estate Planning	5
PA230	Introduction to Legal Technology	5
PA250	Family Law	5
PA253	Legal Ethics	5

PA260	Criminal Law	5
PA261	Bankruptcy and Debtor-Creditor Law	5
PA284	Substantive Areas of Law Review	5
PA297	Advanced Legal Practice for Paralegals	5
PS115	Contemporary Issues in Psychology	5
PS200	Introduction to Cognitive Psychology	5
PS210	History of Psychology	5
PS220	Child and Adolescent Psychology	5
SC115	Principles of Nutrition	5
SC155	Introduction to Chemistry-Matter and Equilibrium	5
SC202	Foundations of Science	5
SC225	Environmental Science-Ecosystems, Resources, and Carbon Footprints	5
SC235	General Biology I- Human Perspectives	5
SC245	General Microbiology	5
SS114	Child Development and Learning	5
SS124	Introduction to Psychology	5
SS144	Sociology	4
SS225	Film and Society	5
SS230	Making History-The Founding Fathers	5
SS235	20th Century African American Leadership	5
SS236	People, Power, and Politics- An Introduction to American Government	5
SS260	Gender and Society	5
SS270	Social Problems	5

Kaplan University Course Subject Key:

<u>Subject Code</u>	<u>Subject Area</u>	<u>Subject Code</u>	<u>Subject Area</u>
AC	Accounting	MA	Medical Assisting
BU	General Business	MG/MT	Management
CE	Childhood Education	MM	Mathematics
CJ	Criminal Justice	MO	Medical Office Management
CM	Communication & Composition	MR	Medical Records
CS/PR	Professional Studies	NS	Nutrition Science
EF	Exercise and Fitness	NU	Nursing
EP	Educational Paraprofessional	PA	Paralegal Studies
HS	Health Science	PS	Psychology
HU	Humanities	RT	Retail Management

HW	Health and Wellness	SC	Science
IT	Information Systems and Technology	SS	Social Science
LS	Legal Studies	TH	Travel and Hospitality Management

Number of Credit/Clock Hrs. in Specialty:	<u>76</u>	/	<u>96</u>	Percentage:	<u>79%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>20</u>	/	<u>96</u>	Percentage:	<u>21%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u> </u>	/	<u> </u>	Percentage:	<u> </u>
--	-------------------	---	-------------------	-------------	-------------------

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time library staff:

Kaplan University currently offers students a full complement of library services through its relationship with the UAH Salmon Library at the University of Alabama in Huntsville, Alabama. The UAH Salmon Library supports the academic and research programs through its collection of over 326,000 volumes and 50,000 e-books, 52,000 serials in print and online, U.S. government documents, sound recordings, material in microfilm and microfiche, and manuscript collections. The Library also has over 350 premium databases that are available to support the Kaplan University programs. In addition, eleven ALA-accredited MLS Subject Librarians are available, as well as EReference. Students have access to the library through a Kaplan University portal on their KU Campus page. The University's relationship with the UAH Salmon Library dates back to fall 2000 and has represented a significant strength. Access to the collection of a research institution supplemented by databases to which Kaplan University subscribes has provided effective services to its students. In 2003 UAH completed 30,000 transactions for Kaplan University students, while in 2004 UAH completed more than 109,000 transactions. In 2005 the number of completed transactions (the number of documents, books, and reserve items that were accessed or shipped) was more than 318,000. In 2003 there were more than 100,000 website visits with nearly 1 million pages visited, while in 2004 there were more than 322,000 website visits and more than 5 million pages visited. In 2005 there were more than 426,500 website visits and more than 8 million pages visited. The Library's catalog is available online, and students can easily access a description of any item in the collection with their University-issued library ID number.

2. Number of volumes of professional material:

The UAH Salmon Library is also a member of several consortia that make available research materials not owned by libraries in north Alabama, including OCLC (Online Computer Library Center). The UAH Salmon Library has also developed several innovative document delivery arrangements, including agreements with the enormous University of Illinois collection, and with Vanderbilt University and Brigham Young University, in addition to over 100 reciprocal agreements. These agreements provide access to over 21 million books and over 200,000 serials across all subject disciplines.

Further, the agreements facilitate rapid document delivery and interlibrary loan service to faculty and students without charge. The library portal provides access to a variety of publicly accessible Web resources such as e-books

Several major new technological initiatives are underway, including the imminent launching of a new state-of-the-art Federated Search System, AGent Portal, called SuperSearch.. The robust meta-search engine, SuperSearch, allows Kaplan University students and faculty to search multiple databases simultaneously, in either keyword or advanced search modes. Super Search operates in a Google-type environment, and intuitively guides users to maximize their search efforts and mine the riches of the full text items housed in Kaplan databases and available 24/7. The license under which Kaplan University will operate provides essentially unlimited linkages for databases and Z39.50 sites as well.

3. Number of professional periodicals subscribed to:

In addition, the University subscribes to several online databases that provide specialized resources to support each academic program.

The following databases are subscribed to by Kaplan University in support of its certificate and degree programs. Additional databases will be provided to support the new programs awaiting Higher Learning Commission approval:

Academic Search Elite:

This multidisciplinary database offers full text for more than 1,850 scholarly journals, including nearly 1,300 peer-reviewed titles. Covering virtually every area of academic study, Academic Search Elite offers full text information dating as far back as 1985. This database is updated on a daily basis via EBSCOhost.

Business Source Elite

This business database provides full text for 1,100 scholarly business journals, including full text for nearly 450 peer-reviewed business publications. The rich collection of titles in Business Source Elite provides information dating back to 1985. This database is updated on a daily basis via EBSCOhost.

Clinical Pharmacology

Clinical Pharmacology contains current, concise, and clinically relevant drug monographs for all U.S. prescription drugs, hard-to-find herbal and nutritional supplements, over-the-counter products, and new and investigational drugs. Drugs may be searched by their generic or brand names. Clinical Pharmacology is made up of Drug Monographs and Patient Education Records. Drug Monographs include description, mechanism of action, and pharmacokinetics. Patient Education Records contain such information as what the medication is used for, what their health care professional should know before taking the medication, how the medication should be taken, what they should do if a dose is missed, what other medications can interact, what side effects

may be noticed, what to watch for, and where to keep the medication. Patient education records are available in English or Spanish.

Computer Source

Computer Source provides researchers with the latest information and current trends in high technology. This database offers full text for more than 300 publications, covering topics such as computer science, programming, artificial intelligence, cybernetics, information systems, robotics, and software. In addition, this database offers indexing and abstracts for over 350 publications. Computer Source provides researchers with full-text journals such as *AI Communications, Applied Artificial Intelligence, Computer Science Education, Cybernetics & Systems, Electromagnetics, Expert Systems, Information Systems Research, International Journal of Computational Engineering Science, International Journal of Computational Intelligence & Application, International Journal of Electronics, International Journal of Foundations of Computer Science, International Journal of High Speed Computing, International Journal of Systems Science, Journal of High Speed Networks, Journal of Information Systems, Journal of Intelligent & Fuzzy Systems, Journal of Management Information Systems, Mathematical Programming, MIS Quarterly, Monte Carlo Methods & Applications, Neural Computation, Theory of Computing Systems, Transactions of the Institute of Measurement & Control*, and many more. Leading general magazines are also provided, including: *Computer World, eWeek, Fast Company, MacWorld, PC Magazine, PC World, Red Herring, Software Magazine*, etc. Many full-text titles are available in native (searchable) PDF, or scanned-in-color. Full text information in this database dates as far back as 1985.

EBSCO Animals

Provides in-depth information on a variety of topics relating to animals. The database consists of indexing, abstracts, and full-text records describing the nature and habitat of familiar animals.

ERIC

ERIC, the Educational Resource Information Center, contains more than 2,200 digests along with references for additional information and citations and abstracts from over 980 educational and education-related journals.

Funk & Wagnalls New World Encyclopedia

This database provides over 25,000 encyclopedic entries covering a variety of subject areas.

Health Source-Nursing/Academic Edition

This database provides nearly 600 scholarly full-text journals focusing on many medical disciplines. Health Source-Nursing/Academic Edition also features abstracts and

indexing for nearly 650 journals. This database is updated on a daily basis.

**Health Source-
Consumer
Edition**

With Health Source–Consumer Edition students and faculty can search for information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine, and general health. Health Source - Consumer Edition features searchable full text for over 190 journals including *Consumer Reports on Health* and *Men's Health*, as well as abstracts and indexing for over 205 general health, nutrition, and professional health care publications.

**Lexis Nexis
Professional
Version**

Lexis Nexis is a powerful research tool featuring a rich variety of full-text sources. It provides up-to-date information on current events, business, law, and medicine. Types of material included: regional, national, and international newspapers, magazines, wire services, business publications (trade journals, corporate annual reports, tax sources), legal resources (law reviews, court cases, briefs, federal and state codes), government documents, medical information (medical journals), and reference sources (directories, biographical information). This database is 100 percent full text, but the resources are nonscholarly.

**MAS Ultra-
School Edition**

Designed specifically for high school libraries, this database provides full text for over 500 popular general interest and current events publications with information dating back as far as 1975 for key magazines. MAS Ultra – School Edition also provides nearly 550 full-text pamphlets, 150 full-text reference books, nearly 100,000 biographies, 76,000 primary source documents, and an image collection of 116,000 photos, maps and flags. This database is updated daily via EBSCOhost.

**MasterFILE
Premier**

Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 1,950 general reference publications with full-text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFILE Premier also includes 161 full-text reference books, nearly 100,000 biographies, 76,000 primary source documents, and an image collection of 116,000 photos, maps and flags. This database is updated daily via EBSCOhost.

Medline/PubMed

The National Library of Medicine's index to medical literature, detailed abstracts begin in 1966.

**Middle Search
Plus**

Middle Search Plus provides full text for more than 150 popular magazines for middle and junior high school research. All full-text articles included in the database are assigned a reading level indicator (Lexiles), and full-text information dates as far back as 1990. This database is updated daily via EBSCOhost.

**Newspaper
Source**

Newspaper Source provides selected full-text coverage for more than 240 newspapers and other sources. This collection includes cover-to-cover full text for *USA Today*, *The Christian Science Monitor*, and *The Times (London)*, as well as selected full-text from more than 180 regional newspapers including: *Boston Globe*, *Detroit Free Press*, *Houston Chronicle*, *Miami Herald*, *San Jose Mercury News*, etc. Full-text transcripts are also included from Face the Nation, CBS Evening News with Dan Rather, 60 Minutes, O'Reilly Factor, Hannity & Colmes, CNN, CNBC, National Public Radio (NPR), etc.

Primary Search

Primary Search provides full text for more than 50 popular magazines for elementary school research. All full-text articles included in the database are assigned a reading level indicator (Lexiles), and full-text information dates as far back as 1990. This database is updated daily via EBSCOhost.

**Professional
Development
Collection**

Designed for professional educators, this database provides a highly specialized collection of over 515 full-text journals, including nearly 350 peer-reviewed titles. Professional Development Collection is the most comprehensive collection of full-text education journals in the world.

**ProQuest
Criminal Justice**

ProQuest CJPI provides indexing and abstracts for nearly 200 U.S. and international journals covering a broad range of criminal justice issues (indexing from 1981 forward; abstracts beginning in 1999). The new electronic database supplements that coverage with cover-to-cover full text of 45 high-demand publications. Full-text titles include *American Bar Association Journal*, *Corrections Today*, *Crime & Delinquency*, *FBI Law Enforcement Bulletin*, *Journal of Interpersonal Violence*, *Police*, *Prison Journal*, and *Women Police*. Most titles focus on practical issues in crime prevention and deterrence, juvenile delinquency, police issues, and courtroom procedures. Highly respected journals focused on theory are also included.

The Library's catalog is available online, and students can easily access a description of any item in the collection with their University-issued library ID number.

4. Other library facilities in close geographical proximity for student access:

Wayne Library – 198 South Girls Road

Decatur Library – 5301 Kentucky Avenue

Haughville Library – 2121 W. Michigan

Speedway Public Library – 5633 W. 25th Street

Indiana University, University Library – 755 West Michigan Street

Special Services Div-In Street Library – 140 N. Senate Ave.

Indiana State Library – 140 N. Senate Ave.

Marion County Law Library – 200 E. Washington

Indianapolis Central Library – 202 N. Alabama

Shelby Library – 2502 Shelby Street

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreeappform.doc

IV. FACULTY: Attach a completed Instructor's Qualification Record for each instructor.

****Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the program: 65 **Full-time:** 4 **Part-time:** 61

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check One:	
					Full- time	Part- time
Adair, Jeffrey	MBA- Business Administration	7 yrs	3 years 2 months	0 yrs		✓
Alex, Theodore	Ph.D- Business Administration	21 yrs	2 years 8 months	21 yrs		✓
Belgrove, Beverley	JD- Law/ MBA	9 yrs	2 years 4 months	2 yrs		✓
Borrello, Antonio	Ph.D - Psychology	5 yrs	4 years 4 months	0 yrs		✓
Bouvin, Jodi	MBA - Management	20 yrs	1 years 10 months	10 yrs		✓
Brubaker, Sarah	MBA - Business Administration	14 yrs	0 years 9 months	0 yrs		✓
Cojanu, Kevin	Ph.D - Organization & Management- E-Business	24 yrs	1 years 10 months	3 yrs		✓
Courtright, Dawn M.	JD - Law	8 yrs	2 years 11 months	0 yrs		✓
Daniels, Glenn	MS - Accounting	5 yrs	4 years 7 months	0 yrs		✓
Davis, John	MS - Systems Management	12 yrs	6 years 5 months	12 yrs		✓
Davis, Michael	MA - Political Science	30 yrs	2 years 9 months	21 yrs		✓
Driskell, Melanie	MBA - Business Administration	8 yrs	1 years 7 months	8 yrs		✓
Engle, Shane	MBA - Finance	16 yrs	3 years 1 months	0 yrs		✓
Engle, Tina	MBA- Marketing	13 yrs	2 years 3 months	0 yrs		✓
Ershler, Jeffrey R.	JD- Law	3 yrs	2 years 11 months	10 yrs		✓
Fail, Charles A.	MBA - Business Administration	28 yrs	2 years 11 months	0 yrs	✓	
Felder-Strauss, Jaclyn	CPA/ Master in Accounting	6 yrs	0 years 11 months	4 yrs		✓

Ferguson Sr, Toney	Ph.D. - Psychology/Organizational Behavior	15 yrs	1 years 10 months	5 yrs		✓
Flegle, Larry V	DBA - Business Admin: Management	8 yrs	6 years 5 months	8 yrs	✓	
Franceschi, Ronald R.	MPA - Public Administration	20 yrs	2 years 8 months	20 yrs		✓
Franchetti, Richard	MBA	27 yrs	0 years 6 months	6 yrs		✓
Fraser, Thomas E.	JD - Law / MS - Meteorology	3 yrs	3 years 2 months	0 yrs		✓
Fry, Peter	MBA - Finance	11 yrs	4 years 8 months	2 yrs		✓
Gagnon, Caroline	MS - Economics	7 yrs	3 years 11 months	7 yrs		✓
Gilchrist, Thomas	M.PA	12 yrs	0 years 6 months	0 yrs		✓
Hansen, Lisa	MBA - Marketing	10 yrs	2 years 3 months	0 yrs		✓
Hanson, Christopher	MBA - Marketing / MA - Counseling	8 yrs	0 years 6 months	0 yrs		✓
Harvey, Kenneth S	MS - Strategic Leadership	8 yrs	1 years 11 months	16 yrs		✓
Holst, John	MS - Instructional & Performance Technology	8 yrs	1 years 2 months	1 yrs		✓
Howeller, Sara	JD - Law	18 yrs	0 years 11 months	0 yrs		✓
Kutsunis, Chris	JD - Law	4 yrs	3 years 2 months	0.5 yrs		✓
Lamer, Robert	MBA- Business Administration	15 yrs	1 years 11 months	0 yrs		✓
Lee, Joan A.	MBA- Business Administration	24 yrs	3 years 1 months	6 yrs	✓	
Lee, John P.	MBA- Business Administration	22 yrs	4 years 11 months	7 yrs		✓
Lenard, Shani	MA- Organizational Management	13 yrs	3 years 8 months	2 yrs		✓
Levenstam, David	MA - History	26 yrs	0 years 1 months	18 yrs		✓
Levin, Susan	CPA/ MBA- Business Administration	6 yrs	4 years 1 months	2 yrs		✓
Lyncheski, Marc E.	MBA- Business Administration	12 yrs	3 years 1 months	3 yrs		✓
Lyncheski, Stephanie N.	DoM- Organizational Leadership	8 yrs	3 years 1 months	12 yrs		✓
McFaul, Janis	Ph.D - Marketing, Cultural Anthropology, Sociology	29 yrs	1 years 10 months	12 yrs		✓
Morrisette, Scott	MBA- Business Administration	9 yrs	3 years 10 months	4 yrs		✓
Myers, Alan	MBA - Business Administration	23 yrs	3 years 7 months	5 yrs		✓

Myers, Carole	MBA - Business Administration	10 yrs	1 years 7 months	4 yrs	✓	
Offill, Tommy	MBA - Business Administration	14 yrs	3 years 4 months	0 yrs		✓
Oreshkova, Iryna	CPA/ MBA - Business Administration: Acct	4 yrs	3 years 5 months	4 yrs		✓
Pickens, Jason	MBA - Business Administration	21 yrs	3 years 8 months	0 yrs		✓
Pollack, Adam	JD - Law	9 yrs	1 years 5 months	0 yrs		✓
Radu, Marilyn	MBA- Marketing	33 yrs	1 years 5 months	2 yrs		✓
Reiss, Jennifer	MBA - Business Administration	12 yrs	3 years 1 months	0 yrs		✓
Rexach, Gretchen	MS- Human Resource Development	9 yrs	4 years 9 months	4 yrs	✓	
Ruiz, Jose	MBA - Business Administration	14 yrs	3 years 8 months	3 yrs		✓
Scarcia-King, Trisha	Ph.D - Education	18 yrs	0 years 9 months	10 yrs		✓
Schrader, Barbara	MS - Computer Information Systems	20 yrs	0 years 4 months	3 yrs		✓
Schulz, Lara	MS - Management	6 yrs	3 years 1 months	6 yrs		✓
Sharpton, Benjamin Arthur	MA - Human Resources / MA - Christian Ministry	24 yrs	1 years 2 months	10 yrs		✓
Simon, Pablo	CPA / MSM - Accounting / MA - History	6 yrs	0 years 6 months	5 yrs		✓
Sims, Marcus	MBA - Financial Services	22 yrs	0 years 6 months	5 yrs		✓
Sturgill, Gina	CPA + MBA - Accounting	27 yrs	1 years 11 months	19 yrs		✓
Sullivan, Robert	MBA - Business Administration	22 yrs	1 years 10 months	22 yrs		✓
Thompson, Alexander	JD - Law	12 yrs	6 years 2 months	10 yrs		✓
Tonelli, Barbara-Leigh	Ph.D - Business	10 yrs	1 years 7 months	2 yrs		✓
Wade, Keith	Ph.D - Business Administration	20 yrs	0 years 6 months	0 yrs		✓
Watson, Linda	MBA- Leadership Studies	35 y	2 years 1 months	2 yrs		✓
Watson, Terry	MBA- Finance	33 yrs	2 years 3 months	5 yrs	✓	
Wilkins, Penny A.	DoM- Leadership/ MS- Online Ed. & Leadership	16 yrs	3 years 1 months	9 yrs		✓

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal Program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Kaplan University

Name of Program Bachelor of Science in Health and Wellness

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, PhD) BS

Name of Person Preparing this form Holly Roth

Telephone Number 312.385.1361 Application Type

Date the Form was Prepared 1/14/2009 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Health and Wellness program is designed to help prepare graduates to pursue a variety of career opportunities in healthcare and health and wellness-related industries. Additionally, it provides students with a solid undergraduate foundation to pursue further graduate study or first-professional programs. The program's curriculum is designed to provide the student with content knowledge and skills in the broad areas of health care and health and wellness. It also includes foundational knowledge and skills, and overall concepts, values, research methods, and applications that will assist students in the development of a career in health care or health and wellness.

A defining feature of the curriculum is the exploration of diverse approaches to health and wellness, including the integration of mind, body, and spirit. Students are taught to critically evaluate the current scientific literature and research in wellness, prevention, and complementary health care practices. The program is designed to assist students in developing the skills needed to apply principles of healthy living to educate individuals and communities, and administrative, ethical, and professional skills that may enable them to pursue leadership positions in the increasingly diverse health care field. The program is also intended to develop foundational knowledge and skills upon which students can build additional competencies.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

A student may define their own degree path by choosing any four upper-level elective courses from those offered by the School of Health Sciences.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

Kaplan University offers the Advanced Start Bachelor of Science in Health and Wellness degree option for students who have earned an AAS, AS, AA, BA, or BS degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first two years of study allows students the opportunity to join the workforce with the skills necessary to succeed, while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

Kaplan University has expanded the advanced start option to include students who have received a bachelor's degree, but wish to change careers, and receive a second bachelor's degree. Lower-level (100/200) coursework will be transferred from the student's previous degree as a block of 90 credits. Upper-level (300/400) coursework will be evaluated on a course-by-course basis and applied toward appropriate upper-level degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Students who do not possess prior learning in the basics of health and wellness may need to complete a sequence of three prerequisite courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start Bachelor of Science degree option.

The Bachelor of Science in Health and Wellness program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a Bachelor of Science degree.

Program Outcomes

General Education Literacy Outcomes

1. Communications: Demonstrate college-level communication through a variety of media.
2. Mathematics: Apply quantitative reasoning to real-world situations.
3. Science: Analyze how scientific principles are applied in real-world contexts.
4. Social Science: Critically evaluate the social or psychological issues that impact human behavior.
5. Arts and Humanities: Recognize human potential through a study of human expressions.
6. Research and Information: Apply methods for finding, evaluating, and using resources.
7. Ethics: Identify, apply, and evaluate ethical reasoning.
8. Critical Thinking: Apply critical thinking to real-life situations.
9. Technology Literacy: Use information technology to solve real-world problems and communicate effectively.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number and number of credit hours or clock hours for each course.

NAME OF PROGRAM:	<u>Bachelor of Science in Health and Wellness</u>			
TOTAL COURSE HOURS:	<u>180</u>	Check one:	Quarter Hours	<input checked="" type="checkbox"/>
	<u> </u>		Semester Hours	<input type="checkbox"/>
	<u> </u>		Clock Hours	<input type="checkbox"/>
LENGTH OF PROGRAM:	12 terms	TUITION:	\$63,450	

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
CS 119	Academic Strategies for the Health Care Professional	5
EF 205	Scientific Foundations of Exercise and Fitness	5
EF 310	Current Trends in Exercise and Fitness – Aging Well Across the Lifespan	6
HW 205	Vitamins, Herbs and Nutritional Supplements	5
HW 210	Complementary and Alternative Medicine	5
HW 215	Models for Health and Wellness	5
HW 220	Contemporary Diet and Nutrition	5
HW 410	Stress – Critical Issues in Management and Prevention	6
HW 420	Creating Wellness—Psychological and Spiritual Aspects of Healing	6
HW 499	Bachelor's Capstone in Health and Wellness	6
SC 115	Principles of Nutrition	5
100/200-level	Major Elective [see “Major Electives” below]	5
300/400-level	Major Electives [see “Major Electives” below]	24

MAJOR ELECTIVES

Students may choose from the following courses:

HS101	Medical Law and Bioethics	5
HS111	Medical Terminology	5
HS115	Software Applications for Healthcare Professionals	3
HS120	Anatomy and Physiology I	5

HS130	Anatomy and Physiology II	5
HS140	Pharmacology	5
HS200	Diseases of the Human Body	5
HS210	Medical Office Management	5
HS215	Medical Insurance and Billing	3
HS220	Medical Coding and Insurance	5
HS225	Medical Coding I	4
HS230	Health Care Administration	5
HS240	Medical Office Accounting	3
HS260	Anatomy, Physiology & Chemistry	5
HS265	Drugs, Disease, and Healthcare	5
HS275	Professionalism in Healthcare	2
HS305	Research Methods for Health Sciences	6
HS310	Epidemiology and Biostatistics	6
HS315	Public Health	6
HS320	Microbiology	6
HS325	Histology and Embryology	6
HS330	Immunology	6
HS335	Biochemistry	6
HS415	Environmental Health	6
HS430	Molecular and Cell Biology	6
HS435	Genetics	6
HW275	The Edible Planet	5
HW280	Mapping the Mind-Body Divide	5
HW425	Health and Wellness Programming-Design and Administration	6
MA104	Anatomy and Physiology I	5
MA107	Anatomy and Physiology II	5
MA126	Pharmacology	5
MA156	Pathophysiology	5
MO250	Medical Records Management	3
MO270	Advanced Medical Office Management	5
MR100	Advanced Keyboarding	5
MR105	Keyboarding I - Fundamentals	2

MR110	Keyboarding II - Advanced Techniques	3
MR160	Pharmacology and Laboratory Medicine	5
MR250	Medical Records Transcription I	5
MR260	Medical Records Transcription II	5
MR270	Medical Records Transcription III	5
NS205	Food Safety and Microbiology	5
NS210	Nutritional Analysis and Assessment	5
NS215	Pharmacology of Nutrition	5
NS220	Nutritional Planning and Management	5
NS270	Nutritional Assessment and Management	5
NS315	Nutritional Biochemistry	6
NS320	Nutritional Research	6
NS325	Nutrition Across the Human Life Cycle	6
NS335	Nutrition for Special Populations	6
NS415	Food Science with Lab	6
NS420	Nutritional Counseling	6
NS425	Sports Nutrition	6
NS430	Whole Foods Production	6
NS435	Ecological and Environmental Perspectives on Food	6
NS440	Legal and Regulatory Environment in Food Production	6

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
100/200-level	Communication Course	5
200-level	Communication Course	5
100/200-level	Mathematics Course	5
300/400-level	Arts and Humanities Course	6
SC300	Big Ideas in Science – From Method to Mutations	6
300/400-level	Social Science Course	6
	Open Electives [see “Open Electives” below]	59

OPEN ELECTIVES

Students are encouraged to use open electives to expand their major or to create a minor in their field of study. Students may also enroll in any course offered at the University, including:

AC113	Accounting for Non-Accounting Majors	5
AC114	Accounting I	5
AC116	Accounting II	5
AC122	Payroll Accounting	5
AC239	Managerial Accounting	5
AC256	Federal Tax	5
BU100	Introduction to Business	5
BU204	Macroeconomics	5
BU224	Microeconomics	5
BU250	Business Math	5
CE101	Introduction to Early Childhood Education and Curriculum Planning	5
CE114	Infant, Toddler, and Early Childhood Development	5
CE210	Professionalism and Ethical Conduct in Child Care	5
CE220	Child Safety, Nutrition, and Health	5
CE230	Creative Activities for Young Children	5
CE240	Caring for Infants and Toddlers with Special Needs	5
CJ100	Eight Skills of the Effective Criminal Justice Student	5
CJ101	Introduction to the Criminal Justice System	5
CJ102	Criminology I	5
CJ110	Introduction to Crime Analysis	5
CJ125	Introduction to Fraud Examination	5
CJ130	Introduction to Corrections	5
CJ140	Introduction to Constitutional Law	5
CJ142	Modern Correctional Strategies and Incarceration Alternatives	5
CJ150	Juvenile Delinquency	5
CJ180	Private Security	5
CJ210	Criminal Investigation	5
CJ211	Police Operations	5
CJ212	Crime Prevention	5
CJ213	Community Policing	5

CJ215	Exploration of Computer Crime	5
CJ216	Computers, Technology, and Criminal Justice Information Systems	5
CJ220	Introduction to Criminal Intelligence Analysis	5
CJ225	Fraud Investigation	5
CJ227	Criminal Procedure	5
CJ228	Risk Management	5
CJ230	Criminal Law for Criminal Justice	5
CJ233	Introduction to Forensic Psychology	5
CJ234	Issues in Private Security	5
CJ235	Canines in Criminal Justice	5
CJ240	Legal Issues in Corrections	5
CJ242	Critical Issues in Corrections	5
CJ244	Client Relations in Corrections	5
CJ246	Human Relations in a Diverse Society	5
CJ264	White-Collar Crime	5
CJ266	Deviance and Violence	5
CJ290	Terrorism Today	5
CJ293	Investigating Terrorism	5
CJ295	World Conflict	5
CM240	Technical Communication	5
CM250	Fundamentals of Grammar and Editing	5
CM270	Writing for Multimedia	5
EP230	Survey of Special Needs	5
EP240	Assisting ESL Learners	5
HU201	Voices of Western Culture-Arts and Ideas	5
HU245	Ethics	5
HU280	Bioethics	5
IT102	Introduction to Information Technology II	5
IT117	Introduction to Web Design	5
IT133	Software Applications	5
IT153	Spreadsheet Applications	5
IT163	Database Management	5
IT190	Foundations in Information Technology	5

IT193	Foundations of Programming Using Visual Basic	5
IT200	Software Engineering	5
IT214	Foundations of Web Design	5
IT245	Website Development	5
IT247	Website Tools	5
IT250	Enhancing Websites with PHP	5
IT254	Foundations of Programming Using C#	5
IT255	E-Commerce Development	5
IT258	Foundations of Programming Using Java	5
IT259	Intermediate Java	5
IT261	Desktop Administration	5
IT267	Systems Programming and UNIX	5
IT271	Visual Basic Fundamentals	5
IT273	Networking Concepts	5
IT274	Intermediate C#	5
IT275	Linux System Administration	5
IT276	Windows System Administration	5
IT278	Network Administration	5
IT283	Networking with TCP/IP	5
IT284	Introduction to Wireless Technologies	5
IT285	Wireless Cases	5
IT286	Introduction to Network Security	5
IT287	Introduction to Routing and Switching	5
IT293	Intermediate Visual Basic	5
LS102	Introduction to Law	5
LS182	Directed Studies in Legal Studies	2
MM103	College Mathematics	5
MM150	Survey of Mathematics	5
MM180	Math Topics for the Interdisciplinary Student	4
MM204	College Algebra A	2
MM207	Statistics	5
MM212	College Algebra	5
MM218	College Algebra B	3

MM250	Introduction to Discrete Mathematics	5
MM260	Linear Algebra	5
MT103	Information and Office Management	5
MT203	Human Resource Management	5
MT204	Essentials of Management	5
MT209	Small Business Management	5
MT217	Finance	5
MT219	Marketing	5
MT220	Global Business	5
MT230	Advanced Applications	5
NU101	Nursing Fundamentals	6
NU105	Pharmacology	5
NU110	Medical-Surgical Nursing I	6
NU120	Care of Special Populations-Obstetrics	6
NU130	Medical-Surgical Nursing II	6
NU200	LPN Professional Role Transition	2
NU220	Care of Special Populations, Family II- Pediatrics	6
NU240	Care of Special Populations-Mental Health Nursing II	6
NU260	Medical-Surgical Nursing III	5
NU270	Transitions Course- Issues and Trends	5
PA101	The Paralegal Professional	5
PA105	Legal and Professional Writing	5
PA106	Legal Terminology and Transcription	5
PA110	Civil Litigation	5
PA130	Contracts	5
PA165	Introduction to Torts	5
PA201	Introduction to Legal Research	5
PA202	Business Organizations	5
PA203	Interviewing and Investigation	5
PA205	Introduction to Legal Analysis and Writing	5
PA221	Wills, Trusts, and Estate Planning	5
PA230	Introduction to Legal Technology	5
PA250	Family Law	5

PA253	Legal Ethics	5
PA260	Criminal Law	5
PA261	Bankruptcy and Debtor-Creditor Law	5
PA284	Substantive Areas of Law Review	5
PA297	Advanced Legal Practice for Paralegals	5
PS115	Contemporary Issues in Psychology	5
PS200	Introduction to Cognitive Psychology	5
PS210	History of Psychology	5
PS220	Child and Adolescent Psychology	5
RT101	Principles of Retailing	5
RT201	Building Customer Sales and Equity	5
RT301	Store Management	6
SC155	Introduction to Chemistry-Matter and Equilibrium	5
SC202	Foundations of Science	5
SC225	Environmental Science-Ecosystems, Resources, and Carbon Footprints	5
TH101	Travel Concepts	5
TH102	Sales, Marketing, and Customer Service	5
TH110	Destination Geography West	5
TH117	Global Hospitality	5
TH200	Destination Geography East	5
TH206	Hotel Management and Operations	5
TH210	Travel Technology Systems	5
TH213	Food and Beverage Management	5
TH225	Special Topics in Tourism	5
TH230	Dynamics of Trip/Event Planning	5
TH270	Advanced Meeting Planning	5
TH280	Global Applications	5

Kaplan University Course Subject Key:

<u>Subject Code</u>	<u>Subject Area</u>	<u>Subject Code</u>	<u>Subject Area</u>
AC	Accounting	MA	Medical Assisting
BU	General Business	MG/MT	Management
CE	Childhood Education	MM	Mathematics
CJ	Criminal Justice	MO	Medical Office Management
CM	Communication & Composition	MR	Medical Records
CS/PR	Professional Studies	NS	Nutrition Science

EF	Exercise and Fitness	NU	Nursing
EP	Educational Paraprofessional	PA	Paralegal Studies
HS	Health Science	PS	Psychology
HU	Humanities	RT	Retail Management
HW	Health and Wellness	SC	Science
IT	Information Systems and Technology	TH	Travel and Hospitality Management
LS	Legal Studies		

Number of Credit/Clock Hrs. in Specialty: 88 / 180 Percentage: 49%

Number of Credit/Clock Hrs. in General Courses: 92 / 180 Percentage: 51%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. **LIBRARY**: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time library staff:

Kaplan University currently offers students a full complement of library services through its relationship with the UAH Salmon Library at the University of Alabama in Huntsville, Alabama. The UAH Salmon Library supports the academic and research programs through its collection of over 326,000 volumes and 50,000 e-books, 52,000 serials in print and online, U.S. government documents, sound recordings, material in microfilm and microfiche, and manuscript collections. The Library also has over 350 premium databases that are available to support the Kaplan University programs. In addition, eleven ALA-accredited MLS Subject Librarians are available, as well as EReference. Students have access to the library through a Kaplan University portal on their KU Campus page. The University's relationship with the UAH Salmon Library dates back to fall 2000 and has represented a significant strength. Access to the collection of a research institution supplemented by databases to which Kaplan University subscribes has provided effective services to its students. In 2003 UAH completed 30,000 transactions for Kaplan University students, while in 2004 UAH completed more than 109,000 transactions. In 2005 the number of completed transactions (the number of documents, books, and reserve items that were accessed or shipped) was more than 318,000. In 2003 there were more than 100,000 website visits with nearly 1 million pages visited, while in 2004 there were more than 322,000 website visits and more than 5 million pages visited. In 2005 there were more than 426,500 website visits and more than 8 million pages visited. The Library's catalog is available online, and students can easily access a description of any item in the collection with their University-issued library ID number.

2. Number of volumes of professional material:

The UAH Salmon Library is also a member of several consortia that make available research materials not owned by libraries in north Alabama, including OCLC (Online Computer Library Center). The UAH Salmon Library has also developed several innovative document delivery arrangements, including agreements with the enormous

University of Illinois collection, and with Vanderbilt University and Brigham Young University, in addition to over 100 reciprocal agreements. These agreements provide access to over 21 million books and over 200,000 serials across all subject disciplines. Further, the agreements facilitate rapid document delivery and interlibrary loan service to faculty and students without charge. The library portal provides access to a variety of publicly accessible Web resources such as e-books

Several major new technological initiatives are underway, including the imminent launching of a new state-of-the-art Federated Search System, AGent Portal, called SuperSearch.. The robust meta-search engine, SuperSearch, allows Kaplan University students and faculty to search multiple databases simultaneously, in either keyword or advanced search modes. Super Search operates in a Google-type environment, and intuitively guides users to maximize their search efforts and mine the riches of the full text items housed in Kaplan databases and available 24/7. The license under which Kaplan University will operate provides essentially unlimited linkages for databases and 239.50 sites as well.

3. Number of professional periodicals subscribed to:

In addition, the University subscribes to several online databases that provide specialized resources to support each academic program.

The following databases are subscribed to by Kaplan University in support of its certificate and degree programs. Additional databases will be provided to support the new programs awaiting Higher Learning Commission approval:

Academic Search Elite:

This multidisciplinary database offers full text for more than 1,850 scholarly journals, including nearly 1,300 peer-reviewed titles. Covering virtually every area of academic study, Academic Search Elite offers full text information dating as far back as 1985. This database is updated on a daily basis via EBSCOhost.

Business Source Elite

This business database provides full text for 1,100 scholarly business journals, including full text for nearly 450 peer-reviewed business publications. The rich collection of titles in Business Source Elite provides information dating back to 1985. This database is updated on a daily basis via EBSCOhost.

Clinical Pharmacology

Clinical Pharmacology contains current, concise, and clinically relevant drug monographs for all U.S. prescription drugs, hard-to-find herbal and nutritional supplements, over-the-counter products, and new and investigational drugs. Drugs may be searched by their generic or brand names. Clinical Pharmacology is made up of Drug Monographs and Patient Education Records. Drug Monographs include description, mechanism of action, and pharmacokinetics. Patient Education Records contain such information as what the medication is used for, what their health care professional should know before taking the medication, how the medication should be taken, what they should do if a dose is

missed, what other medications can interact, what side effects may be noticed, what to watch for, and where to keep the medication. Patient education records are available in English or Spanish.

Computer Source

Computer Source provides researchers with the latest information and current trends in high technology. This database offers full text for more than 300 publications, covering topics such as computer science, programming, artificial intelligence, cybernetics, information systems, robotics, and software. In addition, this database offers indexing and abstracts for over 350 publications. Computer Source provides researchers with full-text journals such as *AI Communications, Applied Artificial Intelligence, Computer Science Education, Cybernetics & Systems, Electromagnetics, Expert Systems, Information Systems Research, International Journal of Computational Engineering Science, International Journal of Computational Intelligence & Application, International Journal of Electronics, International Journal of Foundations of Computer Science, International Journal of High Speed Computing, International Journal of Systems Science, Journal of High Speed Networks, Journal of Information Systems, Journal of Intelligent & Fuzzy Systems, Journal of Management Information Systems, Mathematical Programming, MIS Quarterly, Monte Carlo Methods & Applications, Neural Computation, Theory of Computing Systems, Transactions of the Institute of Measurement & Control*, and many more. Leading general magazines are also provided, including: *Computer World, eWeek, Fast Company, MacWorld, PC Magazine, PC World, Red Herring, Software Magazine*, etc. Many full-text titles are available in native (searchable) PDF, or scanned-in-color. Full text information in this database dates as far back as 1985.

EBSCO Animals

Provides in-depth information on a variety of topics relating to animals. The database consists of indexing, abstracts, and full-text records describing the nature and habitat of familiar animals.

ERIC

ERIC, the Educational Resource Information Center, contains more than 2,200 digests along with references for additional information and citations and abstracts from over 980 educational and education-related journals.

**Funk & Wagnalls
New World
Encyclopedia**

This database provides over 25,000 encyclopedic entries covering a variety of subject areas.

**Health Source-
Nursing/Academic
Edition**

This database provides nearly 600 scholarly full-text journals focusing on many medical disciplines. Health Source-Nursing/Academic Edition also features abstracts and indexing for nearly 650 journals. This database is updated on a daily basis.

**Health Source-
Consumer Edition**

With Health Source–Consumer Edition students and faculty can search for information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine, and general health. Health Source -Consumer Edition features searchable full text for over 190 journals including *Consumer Reports on Health* and *Men’s Health*, as well as abstracts and indexing for over 205 general health, nutrition, and professional health care publications.

**Lexis Nexis
Professional
Version**

Lexis Nexis is a powerful research tool featuring a rich variety of full-text sources. It provides up-to-date information on current events, business, law, and medicine. Types of material included: regional, national, and international newspapers, magazines, wire services, business publications (trade journals, corporate annual reports, tax sources), legal resources (law reviews, court cases, briefs, federal and state codes), government documents, medical information (medical journals), and reference sources (directories, biographical information). This database is 100 percent full text, but the resources are nonscholarly.

**MAS Ultra-School
Edition**

Designed specifically for high school libraries, this database provides full text for over 500 popular general interest and current events publications with information dating back as far as 1975 for key magazines. MAS Ultra – School Edition also provides nearly 550 full-text pamphlets, 150 full-text reference books, nearly 100,000 biographies, 76,000 primary source documents, and an image collection of 116,000 photos, maps and flags. This database is updated daily via EBSCOhost.

**MasterFILE
Premier**

Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 1,950 general reference publications with full-text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFILE Premier also includes 161 full-text reference books, nearly 100,000 biographies, 76,000 primary source documents, and an image collection of 116,000 photos, maps and flags. This database is updated daily via EBSCOhost.

Medline/PubMed

The National Library of Medicine’s index to medical literature, detailed abstracts begin in 1966.

**Middle Search
Plus**

Middle Search Plus provides full text for more than 150 popular magazines for middle and junior high school research. All full-text articles included in the database are assigned a reading level indicator (Lexiles), and full-text information dates as far back as 1990. This database is updated daily via EBSCOhost.

**Newspaper
Source**

Newspaper Source provides selected full-text coverage for more than 240 newspapers and other sources. This collection includes cover-to-cover full text for *USA Today*, *The Christian Science Monitor*, and *The Times (London)*, as well as selected full-text

from more than 180 regional newspapers including: *Boston Globe*, *Detroit Free Press*, *Houston Chronicle*, *Miami Herald*, *San Jose Mercury News*, etc. Full-text transcripts are also included from Face the Nation, CBS Evening News with Dan Rather, 60 Minutes, O'Reilly Factor, Hannity & Colmes, CNN, CNBC, National Public Radio (NPR), etc.

Primary Search

Primary Search provides full text for more than 50 popular magazines for elementary school research. All full-text articles included in the database are assigned a reading level indicator (Lexiles), and full-text information dates as far back as 1990. This database is updated daily via EBSCOhost.

Professional Development Collection

Designed for professional educators, this database provides a highly specialized collection of over 515 full-text journals, including nearly 350 peer-reviewed titles. Professional Development Collection is the most comprehensive collection of full-text education journals in the world.

The Library's catalog is available online, and students can easily access a description of any item in the collection with their University-issued library ID number.

4. Other library facilities in close geographical proximity for student access:

Wayne Library – 198 South Girls Road

Decatur Library – 5301 Kentucky Avenue

Haughville Library – 2121 W. Michigan

Speedway Public Library – 5633 W. 25th Street

Indiana University, University Library – 755 West Michigan Street

Special Services Div-In Street Library – 140 N. Senate Ave.

Indiana State Library – 140 N. Senate Ave.

Marion County Law Library – 200 E. Washington

Indianapolis Central Library – 202 N. Alabama

Shelby Library – 2502 Shelby Street

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreeappform.doc

IV. FACULTY: Attach a completed Instructor's Qualification Record for each instructor.
****Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the program: 42 **Full-time:** 0 **Part-time:** 42

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check One:	
					Full- time	Part- time
Abram, Tracy	MS - Interdisciplin ary Science	10 yrs	0 years 6 months	9 yrs		✓
Alexis Smalec, Jude Marie	Doctor of Public Health	20 yrs	0 years 1 months	2 yrs		✓
Amberg, Alan	MS - Educational Technology	14 yrs	0 years 1 months	6 yrs		✓
Benton, Wesley	D.Chiropracti c	5 yrs	0 years 4 months	4 yrs		✓
Berends, Kerrie	Ph.D - Kinesiology	14 yrs	0 years 1 months	10 yrs		✓
Boatwright, Marisol	M.Health Administratio n	2 yrs	0 years 4 months	0.75 yrs		✓
Cook, Elizabeth	MSN - Nursing	8 yrs	0 years 1 months	2.5 yrs		✓
Crommett, April	Ph.D - Exercise Science	16 yrs	0 years 4 months	16 yrs		✓
Dade, JoAnn	Ph.D & MS - Health Services Administratio n	11 yrs	1 years 5 months	3 yrs		✓
Day, Terri	MSN - Nursing Education	17 yrs	1 years 2 months	3 yrs		✓
Didcoct, Kirstie	MPA - Healthcare Administratio n	5 yrs	0 years 9 months	0 yrs		✓
Dyke, Fara	MS - Biology	14 yrs	1 years 2 months	9 yrs		✓
Finley, Lacey	MBA	2 yrs	0 years 4 months	2 yrs		✓
Foster, Teresa	M.Ed - Secondary Education: Language Arts	0 yrs	1 years 7 months	0 yrs		✓
Graham, Carlene	MS- Public Health	14 yrs	0 years 6 months	2.5 yrs		✓
Gresnick, Stacy	M.Public Administratio n	4 yrs	0 years 6 months	7 yrs		✓

Gulliford, Deryl	MS - Community Health	28 yrs	1 years 10 months	26 yrs		✓
Haight, Kimberly	Doctor of Chiropractic	10 yrs	1 years 5 months	3 yrs		✓
Haight, Michael	Doctor of Chiropractic	10 yrs	1 years 5 months	2 yrs		✓
Hodges, Y'lonne	M.Health services Admin	15 yrs	0 years 6 months	6 yrs		✓
Hovey, Susan	MSN - Nursing	22 yrs	1 years 10 months	8 yrs		✓
Koslo, Jennifer	MS - Food & Science Nutrition	11 yrs	0 years 9 months	4 yrs		✓
LaPrade, Jennifer	MHA - Health Policy & Administration	5 yrs	0 years 1 months	3 yrs		✓
Laxmi, Vijay	M.S. Health Care Administration	22 yrs	0 years 4 months	5 yrs		✓
Loeser, Kari	JD - Law	8 yrs	0 years 4 months	7 yrs		✓
Martin, Tanya	Master of Science, Training and Development	17 yrs	0 years 9 months	4 yrs		✓
Matthews, Tammy	MA- Organization al Management	16 yrs	3 years 10 months	16 yrs		✓
Miller, Kelly	MPH - Public Health	7 yrs	0 years 11 months	5 yrs		✓
Neigenfind, Vicki	MS - Social Work	13 yrs	0 years 4 months	0 yrs		✓
Peacock, Nola	MPT - Physical Therapy	14 yrs	0 years 1 months	14 yrs		✓
Psenka, Jonathan	Doctor of Naturapathic Medicine	6 yrs	0 years 9 months	2 yrs		✓
Rabideau, Joan	M.Ed	3 yrs	0 years 6 months	2 yrs		✓
Ramirez-Rojas, Yara	Doctor of Medicine	22 yrs	1 years 2 months	6 yrs		✓
Rhodes, Carla	M.S. - Health Care Administration	14 yrs	0 years 4 months	0 yrs		✓
Robinson, Letitia	MSN- Nursing	15 yrs	2 years 1 months	0 yrs		✓
Saxon, Linda	M.Education	8 yrs	0 years 6 months	8 yrs		✓
Sherman, Cara	MS - Physcial Therapy	8 yrs	0 years 11 months	5 yrs		✓
Smith, Rafael J	MS - Management	2 yrs	1 years 2 months	8 yrs		✓
Vail, Daisy	MBA - Human Resources	9 yrs	0 years 6 months	2 yrs		✓

	Mngt					
Wallace, Phyllis	Ph.D - Community Health	9 yrs	0 years 1 months	2 yrs		✓
Washington, Kelly	Masters of Liberal Arts	14 yrs	0 years 9 months	14 yrs		✓
Watson, Ruthy	MS - Public Health: Community	11 yrs	0 years 4 months	4 yrs		✓

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal Program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Kaplan University

Name of Program Bachelor of Science in Paralegal Studies

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, PhD) BS

Name of Person Preparing this form Holly Roth

Telephone Number 312.385.1361 Application Type

Date the Form was Prepared 1/14/2009 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Bachelor of Science in Paralegal Studies program is designed to prepare individuals for a career as a paralegal as well as for advancement for those already working in the field. The program provides the student with a broad knowledge base and a strong foundation in law and paralegal skills. The baccalaureate program is designed to combine the technical skills of various specialized areas of law with research, practical, technological, and analytical skills. In addition to the areas covered in the associate's-level program, the bachelor's level covers the fields of real estate law, family law, tort law, and advanced legal writing, as well as the addition of paralegal electives and general education requirements at the 300/400-level.

Students who enroll in this program may pursue occupational advancement or seek employment in legal environments including private law firms, corporations, and government agencies. A paralegal's duties may include providing support during courtroom proceedings, interviewing and investigation, preparing documents, managing technology, and researching legal issues.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all. While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

Kaplan University offers the Advanced Start Bachelor of Science in Paralegal Studies degree option for students who have earned an AAS, AS, AA, BA, or BS degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and

general education in the first two years of study allows students the opportunity to join the workforce with the skills necessary to succeed, while pursuing their lifelong learning aims. Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

Kaplan University has expanded the advanced start option to include students who have received a bachelor's degree, but wish to change careers, and receive a second bachelor's degree. Lower-level (100/200) coursework will be transferred from the student's previous degree as a block of 90 credits. Upper-level (300/400) coursework will be evaluated on a course-by-course basis and applied toward appropriate upper-level degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start Bachelor of Science degree option.

The Bachelor of Science in Paralegal Studies degree program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a Bachelor of Science degree.

Program Outcomes

General Education Literacy Outcomes

1. Communications: Demonstrate college-level communication through a variety of media.
2. Mathematics: Apply quantitative reasoning to real-world situations.
3. Science: Analyze how scientific principles are applied in real-world contexts.
4. Social Science: Critically evaluate the social or psychological issues that impact human behavior.
5. Arts and Humanities: Recognize human potential through a study of human expressions.
6. Research and Information: Apply methods for finding, evaluating, and using resources.
7. Ethics: Identify, apply, and evaluate ethical reasoning.
8. Critical Thinking: Apply critical thinking to real-life situations.
9. Technology Literacy: Use information technology to solve real-world problems and communicate effectively.

Discipline-Specific Outcomes

1. Assist Clients: Analyze data to ethically assist clients throughout the legal process.
2. Perform Legal Research: Locate and analyze relevant primary and secondary legal sources in electronic and print media.
3. Perform Investigative Functions: Use investigative techniques to gather information from a variety of sources.
4. Perform Communications Functions: Communicate with participants throughout the legal process.
5. Implement Legal Procedures: Manage electronic and print information.
6. Assist in Litigation Preparation: Draft and organize information for trial purposes.
7. Prepare Legal Documents for Clients: Prepare legal documents for clients.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number and number of credit hours or clock hours for each course.

NAME OF PROGRAM:	<u>Bachelor of Science in Paralegal Studies</u>			
TOTAL COURSE HOURS:	<u>180</u>	Check one:	Quarter Hours	<input checked="checked" type="checkbox"/>
	<u> </u>		Semester Hours	<input type="checkbox"/>
			Clock Hours	<input type="checkbox"/>
LENGTH OF PROGRAM:	12 terms	TUITION:	\$63,540	

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
IT133	Software Applications	5
PA100	Eight Skills of the Effective Online Paralegal Student	5
PA101	The Paralegal Professional	5
PA110	Civil Litigation	5
PA201	Introduction to Legal Research	5
PA205	Introduction to Legal Analysis and Writing	5
PA230	Introduction to Legal Technology	5
PA 253	Legal Ethics	5
PA 300	Real Estate Law	6
PA 310	Tort Law	6
PA 401	Advanced Legal Writing	6
PA 499	Bachelor's Capstone in Paralegal Studies	6
100/200-level	Major Elective [see "Major Electives" below]	5
300/400-level	Major Electives [see "Major Electives" below]	24

MAJOR ELECTIVES

Students may choose from the following courses:

LS100	Eight Skills of the Effective Online Legal Studies Student	5
LS102	Introduction to Law	5
LS182	Directed Studies in Legal Studies	2

LS300	Principles of Real Property	6
LS301	Advanced Real Estate Concepts	6
LS302	Environmental Law	6
LS303	Administrative Law	6
LS304	Insurance Law	6
LS305	Constitutional Law	6
LS308	Law and Society	6
LS310	Torts	6
LS320	Health Law Survey	6
LS326	Product Liability	6
LS328	Intellectual Property Law	6
LS412	Alternative Dispute Resolution	6
LS420	Health Care Policy	6
LS425	Health Care Legislation and Regulation	6
LS426	Medical Malpractice	6
LS430	Managed Care and Insurance Issues	6
LS435	Bioethics in Health Care	6
LS440	Employment Law	6
LS441	Employment Mediation	6
LS450	Divorce Mediation	6
LS451	Elder Law	6
LS481	Directed Studies in Legal Studies	1
LS482	Directed Studies in Legal Studies	2
LS483	Directed Studies in Legal Studies	3
LS484	Directed Studies in Legal Studies	4
LS485	Directed Studies in Legal Studies	5
LS486	Directed Studies in Legal Studies	6
LS490	Legal Philosophy	6
PA105	Legal and Professional Writing	5
PA106	Legal Terminology and Transcription	5
PA130	Contracts	5
PA165	Introduction to Torts	5
PA201	Introduction to Legal Research	5

PA202	Business Organizations	5
PA203	Interviewing and Investigation	5
PA221	Wills, Trusts, and Estate Planning	5
PA230	Introduction to Legal Technology	5
PA250	Family Law	5
PA260	Criminal Law	5
PA261	Bankruptcy and Debtor-Creditor Law	5
PA284	Substantive Areas of Law Review	5
PA297	Advanced Legal Practice for Paralegals	5
PA301	Administrative Law	6
PA328	Intellectual Property	6
PA342	Insurance Law	6
PA425	Elder Law	6

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
100/200-level	Communication Course	5
200-level	Communication Course	5
100/200-level	Mathematics Course	5
300/400-level	Arts and Humanities Course	6
SC 300	Big Ideas in Science – From Method to Mutations	6
300/400-level	Social Science Course	6
	Open Electives [see “Open Electives” below.]	59

OPEN ELECTIVES

Students are encouraged to use open electives to expand their major or to create a minor in their field of study. Students may also enroll in any course offered at the University, including:

AC113	Accounting for Non-Accounting Majors	5
AC114	Accounting I	5
AC116	Accounting II	5
AC122	Payroll Accounting	5
AC239	Managerial Accounting	5

AC256	Federal Tax	5
BU100	Introduction to Business	5
BU204	Macroeconomics	5
BU224	Microeconomics	5
BU250	Business Math	5
CE101	Introduction to Early Childhood Education and Curriculum Planning	5
CE114	Infant, Toddler, and Early Childhood Development	5
CE210	Professionalism and Ethical Conduct in Child Care	5
CE220	Child Safety, Nutrition, and Health	5
CE230	Creative Activities for Young Children	5
CE240	Caring for Infants and Toddlers with Special Needs	5
CJ101	Introduction to the Criminal Justice System	5
CJ102	Criminology I	5
CJ110	Introduction to Crime Analysis	5
CJ125	Introduction to Fraud Examination	5
CJ130	Introduction to Corrections	5
CJ140	Introduction to Constitutional Law	5
CJ142	Modern Correctional Strategies and Incarceration Alternatives	5
CJ150	Juvenile Delinquency	5
CJ180	Private Security	5
CJ210	Criminal Investigation	5
CJ211	Police Operations	5
CJ212	Crime Prevention	5
CJ213	Community Policing	5
CJ215	Exploration of Computer Crime	5
CJ216	Computers, Technology, and Criminal Justice Information Systems	5
CJ220	Introduction to Criminal Intelligence Analysis	5
CJ225	Fraud Investigation	5
CJ227	Criminal Procedure	5
CJ228	Risk Management	5
CJ230	Criminal Law for Criminal Justice	5

CJ233	Introduction to Forensic Psychology	5
CJ234	Issues in Private Security	5
CJ235	Canines in Criminal Justice	5
CJ240	Legal Issues in Corrections	5
CJ242	Critical Issues in Corrections	5
CJ244	Client Relations in Corrections	5
CJ246	Human Relations in a Diverse Society	5
CJ264	White-Collar Crime	5
CJ266	Deviance and Violence	5
CJ290	Terrorism Today	5
CJ293	Investigating Terrorism	5
CJ295	World Conflict	5
CM240	Technical Communication	5
CM250	Fundamentals of Grammar and Editing	5
CM270	Writing for Multimedia	5
EF205	Scientific Foundations of Exercise and Fitness	5
EP230	Survey of Special Needs	5
EP240	Assisting ESL Learners	5
HS130	Anatomy and Physiology II	5
HS140	Pharmacology	5
HS200	Diseases of the Human Body	5
HS210	Medical Office Management	5
HS215	Medical Insurance and Billing	3
HS220	Medical Coding and Insurance	5
HS225	Medical Coding I	4
HS230	Health Care Administration	5
HS240	Medical Office Accounting	3
HS260	Anatomy, Physiology & Chemistry	5
HS265	Drugs, Disease, and Healthcare	5
HU201	Voices of Western Culture-Arts and Ideas	5
HU245	Ethics	5
HU280	Bioethics	5
HW205	Vitamins, Herbs, and Nutritional Supplements	5

HW210	Complementary and Alternative Medicine	5
HW215	Models for Health and Wellness	5
HW220	Contemporary Diet and Nutrition	5
HW275	The Edible Planet	5
HW280	Mapping the Mind-Body Divide	5
IT102	Introduction to Information Technology II	5
IT117	Introduction to Web Design	5
IT153	Spreadsheet Applications	5
IT163	Database Management	5
IT190	Foundations in Information Technology	5
IT193	Foundations of Programming Using Visual Basic	5
IT200	Software Engineering	5
IT214	Foundations of Web Design	5
IT245	Website Development	5
IT247	Website Tools	5
IT250	Enhancing Websites with PHP	5
IT254	Foundations of Programming Using C#	5
IT255	E-Commerce Development	5
IT258	Foundations of Programming Using Java	5
IT259	Intermediate Java	5
IT261	Desktop Administration	5
IT267	Systems Programming and UNIX	5
IT271	Visual Basic Fundamentals	5
IT273	Networking Concepts	5
IT274	Intermediate C#	5
IT275	Linux System Administration	5
IT276	Windows System Administration	5
IT278	Network Administration	5
IT283	Networking with TCP/IP	5
IT284	Introduction to Wireless Technologies	5
IT285	Wireless Cases	5
IT286	Introduction to Network Security	5
IT287	Introduction to Routing and Switching	5

IT293	Intermediate Visual Basic	5
MA104	Anatomy and Physiology I	5
MA107	Anatomy and Physiology II	5
MA126	Pharmacology	5
MA156	Pathophysiology	5
MM103	College Mathematics	5
MM150	Survey of Mathematics	5
MM180	Math Topics for the Interdisciplinary Student	4
MM204	College Algebra A	2
MM207	Statistics	5
MM212	College Algebra	5
MM218	College Algebra B	3
MM250	Introduction to Discrete Mathematics	5
MM260	Linear Algebra	5
MO250	Medical Records Management	3
MO270	Advanced Medical Office Management	5
MR100	Advanced Keyboarding	5
MR105	Keyboarding I - Fundamentals	2
MR110	Keyboarding II - Advanced Techniques	3
MR160	Pharmacology and Laboratory Medicine	5
MR250	Medical Records Transcription I	5
MR260	Medical Records Transcription II	5
MR270	Medical Records Transcription III	5
MT103	Information and Office Management	5
MT203	Human Resource Management	5
MT204	Essentials of Management	5
MT209	Small Business Management	5
MT217	Finance	5
MT219	Marketing	5
MT220	Global Business	5
MT230	Advanced Applications	5
NS205	Food Safety and Microbiology	5
NS210	Nutritional Analysis and Assessment	5

NS215	Pharmacology of Nutrition	5
NS220	Nutritional Planning and Management	5
NS270	Nutritional Assessment and Management	5
NU101	Nursing Fundamentals	6
NU105	Pharmacology	5
NU110	Medical-Surgical Nursing I	6
NU120	Care of Special Populations-Obstetrics	6
NU130	Medical-Surgical Nursing II	6
NU220	Care of Special Populations, Family II- Pediatrics	6
NU240	Care of Special Populations-Mental Health Nursing II	6
NU260	Medical-Surgical Nursing III	5
NU270	Transitions Course- Issues and Trends	5
PS115	Contemporary Issues in Psychology	5
PS200	Introduction to Cognitive Psychology	5
PS210	History of Psychology	5
PS220	Child and Adolescent Psychology	5
RT101	Principles of Retailing	5
RT201	Building Customer Sales and Equity	5
SC115	Principles of Nutrition	5
SC155	Introduction to Chemistry-Matter and Equilibrium	5
SC202	Foundations of Science	5
SC225	Environmental Science-Ecosystems, Resources, and Carbon Footprints	5
SC235	General Biology I- Human Perspectives	5
SC245	General Microbiology	5
SS114	Child Development and Learning	5
SS124	Introduction to Psychology	5
SS144	Sociology	4
SS225	Film and Society	5
SS230	Making History-The Founding Fathers	5
SS235	20th Century African American Leadership	5
SS236	People, Power, and Politics- An Introduction to American Government	5

SS260	Gender and Society	5
SS270	Social Problems	5
TH101	Travel Concepts	5
TH102	Sales, Marketing, and Customer Service	5
TH110	Destination Geography West	5
TH117	Global Hospitality	5
TH200	Destination Geography East	5
TH206	Hotel Management and Operations	5
TH210	Travel Technology Systems	5
TH213	Food and Beverage Management	5
TH225	Special Topics in Tourism	5
TH230	Dynamics of Trip/Event Planning	5
TH270	Advanced Meeting Planning	5
TH280	Global Applications	5

Kaplan University Course Subject Key:

<u>Subject Code</u>	<u>Subject Area</u>	<u>Subject Code</u>	<u>Subject Area</u>
AC	Accounting	MG/MT	Management
BU	General Business	MM	Mathematics
CE	Childhood Education	MO	Medical Office Management
CJ	Criminal Justice	MR	Medical Records
CM	Communication & Composition	NS	Nutrition Science
EF	Exercise and Fitness	NU	Nursing
EP	Educational Paraprofessional	PA	Paralegal Studies
HS	Health Science	PS	Psychology
HU	Humanities	RT	Retail Management
HW	Health and Wellness	SC	Science
IT	Information Systems and Technology	SS	Social Science
LS	Legal Studies	TH	Travel and Hospitality Management
MA	Medical Assisting		

Number of Credit/Clock Hrs. in Specialty: 88 / 180 Percentage: 49%
Number of Credit/Clock Hrs. in General Courses: 92 / 180 Percentage: 51%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time library staff:

Kaplan University currently offers students a full complement of library services through its relationship with the UAH Salmon Library at the University of Alabama in Huntsville, Alabama. The UAH Salmon Library supports the academic and research programs through its collection of over 326,000 volumes and 50,000 e-books, 52,000 serials in print and online, U.S. government documents, sound recordings, material in microfilm and microfiche, and manuscript collections. The Library also has over 350 premium databases that are available to support the Kaplan University programs. In addition, eleven ALA-accredited MLS Subject Librarians are available, as well as EReference. Students have access to the library through a Kaplan University portal on their KU Campus page. The University's relationship with the UAH Salmon Library dates back to fall 2000 and has represented a significant strength. Access to the collection of a research institution supplemented by databases to which Kaplan University subscribes has provided effective services to its students. In 2003 UAH completed 30,000 transactions for Kaplan University students, while in 2004 UAH completed more than 109,000 transactions. In 2005 the number of completed transactions (the number of documents, books, and reserve items that were accessed or shipped) was more than 318,000. In 2003 there were more than 100,000 website visits with nearly 1 million pages visited, while in 2004 there were more than 322,000 website visits and more than 5 million pages visited. In 2005 there were more than 426,500 website visits and more than 8 million pages visited. The Library's catalog is available online, and students can easily access a description of any item in the collection with their University-issued library ID number.

2. Number of volumes of professional material:

The UAH Salmon Library is also a member of several consortia that make available research materials not owned by libraries in north Alabama, including OCLC (Online Computer Library Center). The UAH Salmon Library has also developed several innovative document delivery arrangements, including agreements with the enormous University of Illinois collection, and with Vanderbilt University and Brigham Young University, in addition to over 100 reciprocal agreements. These agreements provide access to over 21 million books and over 200,000 serials across all subject disciplines. Further, the agreements facilitate rapid document delivery and interlibrary loan service to faculty and students without charge. The library portal provides access to a variety of publicly accessible Web resources such as e-books

Several major new technological initiatives are underway, including the imminent launching of a new state-of-the-art Federated Search System, AGent Portal, called SuperSearch.. The robust meta-search engine, SuperSearch, allows Kaplan University students and faculty to search multiple databases simultaneously, in either keyword or advanced search modes. Super Search operates in a Google-type environment, and intuitively guides users to maximize their search efforts and mine the riches of the full text items housed in Kaplan databases and available 24/7. The license under which Kaplan University will operate provides essentially unlimited linkages for databases and Z39.50 sites as well.

3. Number of professional periodicals subscribed to:

In addition, the University subscribes to several online databases that provide specialized resources to support each academic program.

The following databases are subscribed to by Kaplan University in support of its certificate and degree programs. Additional databases will be provided to support the new programs awaiting Higher Learning Commission approval:

Academic Search Elite:

This multidisciplinary database offers full text for more than 1,850 scholarly journals, including nearly 1,300 peer-reviewed titles. Covering virtually every area of academic study, Academic Search Elite offers full text information dating as far back as 1985. This database is updated on a daily basis via EBSCOhost.

Business Source Elite

This business database provides full text for 1,100 scholarly business journals, including full text for nearly 450 peer-reviewed business publications. The rich collection of titles in Business Source Elite provides information dating back to 1985. This database is updated on a daily basis via EBSCOhost.

Clinical Pharmacology

Clinical Pharmacology contains current, concise, and clinically relevant drug monographs for all U.S. prescription drugs, hard-to-find herbal and nutritional supplements, over-the-counter products, and new and investigational drugs. Drugs may be searched by their generic or brand names. Clinical Pharmacology is made up of Drug Monographs and Patient Education Records. Drug Monographs include description, mechanism of action, and pharmacokinetics. Patient Education Records contain such information as what the medication is used for, what their health care professional should know before taking the medication, how the medication should be taken, what they should do if a dose is missed, what other medications can interact, what side effects may be noticed, what to watch for, and where to keep the medication. Patient education records are available in English or Spanish.

Computer Source

Computer Source provides researchers with the latest information and current trends in high technology. This database offers full text for more than 300 publications, covering topics such as computer science, programming, artificial intelligence, cybernetics, information systems, robotics, and software. In addition, this database offers indexing and abstracts for over 350 publications. Computer Source provides researchers with full-text journals such as *AI Communications, Applied Artificial Intelligence, Computer Science Education, Cybernetics & Systems, Electromagnetics, Expert Systems, Information Systems Research, International Journal of Computational Engineering Science, International Journal of Computational Intelligence & Application, International Journal of Electronics, International Journal of Foundations of Computer Science,*

International Journal of High Speed Computing, International Journal of Systems Science, Journal of High Speed Networks, Journal of Information Systems, Journal of Intelligent & Fuzzy Systems, Journal of Management Information Systems, Mathematical Programming, MIS Quarterly, Monte Carlo Methods & Applications, Neural Computation, Theory of Computing Systems, Transactions of the Institute of Measurement & Control, and many more. Leading general magazines are also provided, including: Computer World, eWeek, Fast Company, MacWorld, PC Magazine, PC World, Red Herring, Software Magazine, etc. Many full-text titles are available in native (searchable) PDF, or scanned-in-color. Full text information in this database dates as far back as 1985.

EBSCO Animals

Provides in-depth information on a variety of topics relating to animals. The database consists of indexing, abstracts, and full-text records describing the nature and habitat of familiar animals.

ERIC

ERIC, the Educational Resource Information Center, contains more than 2,200 digests along with references for additional information and citations and abstracts from over 980 educational and education-related journals.

**Funk & Wagnalls
New World
Encyclopedia**

This database provides over 25,000 encyclopedic entries covering a variety of subject areas.

**Health Source-
Nursing/Academic
Edition**

This database provides nearly 600 scholarly full-text journals focusing on many medical disciplines. Health Source-Nursing/Academic Edition also features abstracts and indexing for nearly 650 journals. This database is updated on a daily basis.

**Health Source-
Consumer Edition**

With Health Source–Consumer Edition students and faculty can search for information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine, and general health. Health Source -Consumer Edition features searchable full text for over 190 journals including *Consumer Reports on Health* and *Men's Health*, as well as abstracts and indexing for over 205 general health, nutrition, and professional health care publications.

**Lexis Nexis
Professional
Version**

Lexis Nexis is a powerful research tool featuring a rich variety of full-text sources. It provides up-to-date information on current events, business, law, and medicine. Types of material included: regional, national, and international newspapers, magazines, wire services, business publications (trade journals, corporate annual reports, tax sources), legal resources (law reviews, court cases, briefs, federal and state codes), government documents, medical information (medical journals), and reference sources (directories, biographical information). This database is 100 percent full text, but the resources are nonscholarly.

<u>MAS Ultra-School Edition</u>	<u>Designed specifically for high school libraries, this database provides full text for over 500 popular general interest and current events publications with information dating back as far as 1975 for key magazines. MAS Ultra – School Edition also provides nearly 550 full-text pamphlets, 150 full-text reference books, nearly 100,000 biographies, 76,000 primary source documents, and an image collection of 116,000 photos, maps and flags. This database is updated daily via EBSCOhost.</u>
<u>MasterFILE Premier</u>	<u>Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 1,950 general reference publications with full-text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFILE Premier also includes 161 full-text reference books, nearly 100,000 biographies, 76,000 primary source documents, and an image collection of 116,000 photos, maps and flags. This database is updated daily via EBSCOhost.</u>
<u>Medline/PubMed</u>	<u>The National Library of Medicine’s index to medical literature, detailed abstracts begin in 1966.</u>
<u>Middle Search Plus</u>	<u>Middle Search Plus provides full text for more than 150 popular magazines for middle and junior high school research. All full-text articles included in the database are assigned a reading level indicator (Lexiles), and full-text information dates as far back as 1990. This database is updated daily via EBSCOhost.</u>
<u>Newspaper Source</u>	<u>Newspaper Source provides selected full-text coverage for more than 240 newspapers and other sources. This collection includes cover-to-cover full text for <i>USA Today</i>, <i>The Christian Science Monitor</i>, and <i>The Times (London)</i>, as well as selected full-text from more than 180 regional newspapers including: <i>Boston Globe</i>, <i>Detroit Free Press</i>, <i>Houston Chronicle</i>, <i>Miami Herald</i>, <i>San Jose Mercury News</i>, etc. Full-text transcripts are also included from <i>Face the Nation</i>, <i>CBS Evening News with Dan Rather</i>, <i>60 Minutes</i>, <i>O’Reilly Factor</i>, <i>Hannity & Colmes</i>, <i>CNN</i>, <i>CNBC</i>, <i>National Public Radio (NPR)</i>, etc.</u>
<u>Primary Search</u>	<u>Primary Search provides full text for more than 50 popular magazines for elementary school research. All full-text articles included in the database are assigned a reading level indicator (Lexiles), and full-text information dates as far back as 1990. This database is updated daily via EBSCOhost.</u>
<u>Professional Development Collection</u>	<u>Designed for professional educators, this database provides a highly specialized collection of over 515 full-text journals, including nearly 350 peer-reviewed titles. Professional Development Collection is the most comprehensive collection of full-text education journals in the world.</u>

The Library's catalog is available online, and students can easily access a description of any item in the collection with their University-issued library ID number.

4. Other library facilities in close geographical proximity for student access:

Wayne Library – 198 South Girls Road
Decatur Library – 5301 Kentucky Avenue
Haughville Library – 2121 W. Michigan
Speedway Public Library – 5633 W. 25th Street
Indiana University, University Library – 755 West Michigan Street
Special Services Div-In Street Library – 140 N. Senate Ave.
Indiana State Library – 140 N. Senate Ave.
Marion County Law Library – 200 E. Washington
Indianapolis Central Library – 202 N. Alabama
Shelby Library – 2502 Shelby Street

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreeappform.doc

IV. FACULTY: Attach a completed Instructor's Qualification Record for each instructor.

****Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the program: 47 Full-time: 1 Part-time: 46

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check One:	
					Full- time	Part- time
Arden, Deanna H	JD - Law	9 yrs	0 years 1 months	1 yr		✓
Atkins, Ramona	JD - Law	9 yrs	0 years 4 months	9 yrs		✓
Birmingham, John	JD - Law	8 yrs	0 years 6 months	3 yrs		✓
Breiden, Jack	JD - Law	32 yrs	0 years 4 months	15 yrs		✓
Cameron, Toryah	JD - Law	8 yrs	1 years 10 months	5 yrs		✓
Catalano, Rosanna	JD - Law	11 yrs	4 years 5 months	0 yrs		✓
Coleman, Jerome C.	JD - Law	17 yrs	2 years 5 months	17 yrs	✓	
Copeland, Benjamin	JD - Law	4 yrs	0 years 4 months	2.5 yrs		✓
Craig, Brian	JD - Law	7 yrs	1 years 5 months	4 yrs		✓

Craig, Clyde	JD - Law	44 yrs	4 years 7 months	10 yrs		✓
Crossland, Ian	JD - Law	7 yrs	4 years 9 months	3 yrs		✓
Crump, Anitra	JD - Law	6 yrs	3 years 11 months	2 yrs		✓
D'Ambrosio, Richard	JD- Law	16 yrs	2 years 9 months	10 yrs		✓
Deering, Elaine	JD - Law	8 yrs	3 years 8 months	15 yrs		✓
DePersis, Dominic	JD-Law	10 yrs	1 years 11 months	7 yrs		✓
Durocher, Timothy	JD - Law	12 yrs	3 years 11 months	2 yrs		✓
Fandl, Kevin	JD - Law	5 yrs	3 years 4 months	3.5 yrs		✓
Fiano, Astrid	JD - Law	7 yrs	1 years 5 months	3 yrs		✓
Ford, Sheila	JD - Law	28 yrs	1 years 4 months	23 yrs		✓
Gentius Harris, Paula	JD - Law	9 yrs	0 years 4 months	3 yrs		✓
Gill, Jodi	JD - Law	6 yrs	0 years 9 months	2 yrs		✓
Grim, Byron (Jim)	JD - Law	21 yrs	5 years 5 months	5 yrs		✓
Gulley, Jeffrey	JD - Law	20 yrs	0 years 11 months	8 yrs		✓
Gyorkos, Charles	JD - Law	7 yrs	3 years 5 months	0.5 yrs		✓
Hamilton, Mindy	JD- Law	0 yrs	3 years 8 months	8 yrs		✓
Johnson, Kristin	JD - Law	20 yrs	4 years 11 months	0 yrs		✓
Kromminga, Alex	Exec.JD	0 yrs	1 years 1 months	5 yrs		✓
Lester, Nekishia	JD - Law	7.5 yrs	1 years 2 months	4.5 yrs		✓
MacLaren, Anne	JD- Law	20 yrs	4 years 1 months	2 yrs		✓
McGaffick, Jeffrey	JD- Law	14 yrs	4 years 5 months	1 yr		✓
McNamara, James	JD- Law	21 yrs	4 years 2 months	7 yrs		✓
Mighdoll, Preston	JD- Law	32 yrs	5 years 5 months	0 yrs		✓
Muffler, Stephen	JD - Law	13 yrs	0 years 6 months	10 yrs		✓
Niles, Christine	JD - Law	2 yrs	3 years 7 months	0.25 yrs		✓
O'keefe-Hale, Kathryn	JD - Law	6.5 yrs	0 years 9 months	2 yrs		✓
Perez, Myra	JD - Law	2 yrs	1 years 5 months	2 yrs		✓
Persky, Beth	JD - Law / MA - Law & Diplomacy	15 yrs	3 years 10 months	1 yr		✓
Roberts, Patrick K	JD - Law	32 yrs	4 years 7 months	7 yrs		✓
Robinson, Brandy	JD -Law	3 yrs	3 years 11 months	0.25 yrs		✓

Rogers, James	JD - Law	6 yrs	4 years 11 months	0 yrs		✓
Schatzle, Chad	JD - Law	7 yrs	3 years 5 months	0 yrs		✓
Searl Wnorowski, Jodi	JD - Law	7 yrs	1 years 8 months	6 yrs		✓
Slater, Angela	JD - Law	21 yrs	1 years 2 months	7 yrs		✓
Smith, Jamie D	JD - Law	7 yrs	1 years 2 months	1 yr		✓
Tippens, Brian	JD - Law	14 yrs	5 years 8 months	7 yrs		✓
Tormey, Dennis	JD - Law	13 yrs	4 years 5 months	2.5 yrs		✓
Wilson, Mike	JD- Law	28 yrs	5 years 11 months	12 yrs		✓

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal Program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Kaplan University
Name of Program Bachelor of Science in Psychology
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, PhD) BS
Name of Person Preparing this form Holly Roth
Telephone Number 312.385.1361 **Application Type**
Date the Form was Prepared 1/14/2009 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

A Bachelor of Science in Psychology will prepare students to pursue career opportunities in various fields, where they may implement their psychological knowledge, skills, and values, as well as prepare students for graduate work to pursue more specialized careers. The program's curriculum is designed to provide students with content knowledge of the major concepts, values, theories, psychological studies, research methods, and historical trends in psychology as they apply to human behavior, learning, and development. Students are taught how psychology relates to their everyday lives and the importance of culture and diversity. They are instructed to develop and use psychological skills, critical thinking, and the scientific approach to problem solving necessary to evaluate behavior and mental processes as they apply psychological principles to personal, social, and organizational issues.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

Three emphasis area options are available within the Bachelor of Science in Psychology program. The child development emphasis provides exploration of behavioral development from birth to adolescence and is designed to help prepare the student for a career in early childhood education, human services, and community work. The applied behavioral analysis emphasis provides an examination of the design, analysis, and application of learning theories and behavioral principles, and is designed to prepare students for a career working with children and adults in school and other organizational settings. Finally, the substance abuse emphasis provides an investigation of substance abuse in our society, including risk factors, prevention,

evaluation, and treatment, and is designed to help prepare students for careers in clinical and educational settings working with youth and adults.

Kaplan University offers the Advanced Start Bachelor of Science in Psychology degree option for students who have earned an AAS, AS, AA, BA, or BS degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a two-year degree with the academic curriculum of a four-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first two years of study allows students the opportunity to join the workforce with the skills necessary to succeed, while pursuing their lifelong learning aims. Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

Kaplan University has expanded the advanced start option to include students who have received a bachelor's degree, but wish to change careers, and receive a second bachelor's degree. Lower-level (100/200) coursework will be transferred from the student's previous degree as a block of 90 credits. Upper-level (300/400) coursework will be evaluated on a course-by-course basis and applied toward appropriate upper-level degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

The Bachelor of Science in Psychology program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

Program Outcomes

General Education Literacy Outcomes

1. Communications: Demonstrate college-level communication through a variety of media.
2. Mathematics: Apply quantitative reasoning to real-world situations.
3. Science: Analyze how scientific principles are applied in real-world contexts.
4. Social Science: Critically evaluate the social or psychological issues that impact human behavior.
5. Arts and Humanities: Recognize human potential through a study of human expressions.
6. Research and Information: Apply methods for finding, evaluating, and using resources.
7. Ethics: Identify, apply, and evaluate ethical reasoning.
8. Critical Thinking: Apply critical thinking to real-life situations.
9. Technology Literacy: Use information technology to solve real-world problems and communicate effectively.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number and number of credit hours or clock hours for each course.

NAME OF PROGRAM:	<u>Bachelor of Science in Psychology</u>			
TOTAL COURSE HOURS:	<u>180</u>	Check one:	Quarter Hours	<input checked="" type="checkbox"/>
	<u> </u>		Semester Hours	<input type="checkbox"/>
	<u> </u>		Clock Hours	<input type="checkbox"/>
LENGTH OF PROGRAM:	12 terms	TUITION:	\$63, 540	

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CS 120	Academic Strategies for the Psychology Professional	5
MM 207	Statistics	5
PS 115	Contemporary Issues in Psychology	5
PS 200	Introduction to Cognitive Psychology	5
PS 210	History of Psychology	5
PS 220	Child and Adolescent Psychology	5
PS 300	Research Methods I	6
PS 330	Personality Development	6
PS 410	Screening and Assessment	6
PS 499	Bachelor's Capstone in Psychology	6
SC 235	General Biology I: Human Perspectives	5
SS 124	Introduction to Psychology	5
300/400-level	Major Electives [see "Major Electives" below]	24

MAJOR ELECTIVES

Students may choose from the following courses:

PS 340	Exceptional Needs Children	6
PS 345	Language and Speech Development and Disorders	6
PS 350	Working With Children in a Diverse World	6
PS 360	Applied Behavioral Analysis I	6
PS 365	Applied Behavioral Analysis II	6
PS 370	Health Psychology	6

PS 375	Substance Abuse Prevention and Treatment	6
PS 380	Clinical Psychology	6
PS 420	Social Relationships in Childhood	6
PS 430	Program Design and Evaluation	6
PS 450	Case Management	6

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
100/200-level	Communication Course	5
100/200-level	Mathematics Course	5
200-level	Communication Course	5
300/400-level	Arts and Humanities Course	6
SC 300	Big Ideas in Science – From Method to Mutations	6
300/400-level	Social Science Course	6
	Open Electives [see “Open Electives” below]	59

OPEN ELECTIVES

Students are encouraged to use open electives to expand their major or to create a minor in their field of study. Students may also enroll in any course offered at the University, including:

AC113	Accounting for Non-Accounting Majors	5
AC114	Accounting I	5
AC116	Accounting II	5
AC122	Payroll Accounting	5
AC239	Managerial Accounting	5
AC256	Federal Tax	5
BU100	Introduction to Business	5
BU204	Macroeconomics	5
BU224	Microeconomics	5
BU250	Business Math	5
CE101	Introduction to Early Childhood Education and Curriculum Planning	5
CE114	Infant, Toddler, and Early Childhood Development	5

CE210	Professionalism and Ethical Conduct in Child Care	5
CE220	Child Safety, Nutrition, and Health	5
CE230	Creative Activities for Young Children	5
CE240	Caring for Infants and Toddlers with Special Needs	5
CJ101	Introduction to the Criminal Justice System	5
CJ102	Criminology I	5
CJ110	Introduction to Crime Analysis	5
CJ125	Introduction to Fraud Examination	5
CJ130	Introduction to Corrections	5
CJ140	Introduction to Constitutional Law	5
CJ142	Modern Correctional Strategies and Incarceration Alternatives	5
CJ150	Juvenile Delinquency	5
CJ180	Private Security	5
CJ210	Criminal Investigation	5
CJ211	Police Operations	5
CJ212	Crime Prevention	5
CJ213	Community Policing	5
CJ215	Exploration of Computer Crime	5
CJ216	Computers, Technology, and Criminal Justice Information Systems	5
CJ220	Introduction to Criminal Intelligence Analysis	5
CJ225	Fraud Investigation	5
CJ227	Criminal Procedure	5
CJ228	Risk Management	5
CJ230	Criminal Law for Criminal Justice	5
CJ233	Introduction to Forensic Psychology	5
CJ234	Issues in Private Security	5
CJ235	Canines in Criminal Justice	5
CJ240	Legal Issues in Corrections	5
CJ242	Critical Issues in Corrections	5
CJ244	Client Relations in Corrections	5
CJ246	Human Relations in a Diverse Society	5
CJ264	White-Collar Crime	5

CJ266	Deviance and Violence	5
CJ290	Terrorism Today	5
CJ293	Investigating Terrorism	5
CJ295	World Conflict	5
CM240	Technical Communication	5
CM250	Fundamentals of Grammar and Editing	5
CM270	Writing for Multimedia	5
EF205	Scientific Foundations of Exercise and Fitness	5
EP230	Survey of Special Needs	5
EP240	Assisting ESL Learners	5
HS130	Anatomy and Physiology II	5
HS140	Pharmacology	5
HS200	Diseases of the Human Body	5
HS210	Medical Office Management	5
HS215	Medical Insurance and Billing	3
HS220	Medical Coding and Insurance	5
HS225	Medical Coding I	4
HS230	Health Care Administration	5
HS240	Medical Office Accounting	3
HS260	Anatomy, Physiology & Chemistry	5
HS265	Drugs, Disease, and Healthcare	5
HU201	Voices of Western Culture-Arts and Ideas	5
HU245	Ethics	5
HU280	Bioethics	5
HW205	Vitamins, Herbs, and Nutritional Supplements	5
HW210	Complementary and Alternative Medicine	5
HW215	Models for Health and Wellness	5
HW220	Contemporary Diet and Nutrition	5
HW275	The Edible Planet	5
HW280	Mapping the Mind-Body Divide	5
IT102	Introduction to Information Technology II	5
IT117	Introduction to Web Design	5
IT133	Software Applications	5

IT153	Spreadsheet Applications	5
IT163	Database Management	5
IT190	Foundations in Information Technology	5
IT193	Foundations of Programming Using Visual Basic	5
IT200	Software Engineering	5
IT214	Foundations of Web Design	5
IT245	Website Development	5
IT247	Website Tools	5
IT250	Enhancing Websites with PHP	5
IT254	Foundations of Programming Using C#	5
IT255	E-Commerce Development	5
IT258	Foundations of Programming Using Java	5
IT259	Intermediate Java	5
IT261	Desktop Administration	5
IT267	Systems Programming and UNIX	5
IT271	Visual Basic Fundamentals	5
IT273	Networking Concepts	5
IT274	Intermediate C#	5
IT275	Linux System Administration	5
IT276	Windows System Administration	5
IT278	Network Administration	5
IT283	Networking with TCP/IP	5
IT284	Introduction to Wireless Technologies	5
IT285	Wireless Cases	5
IT286	Introduction to Network Security	5
IT287	Introduction to Routing and Switching	5
IT293	Intermediate Visual Basic	5
LS102	Introduction to Law	5
LS182	Directed Studies in Legal Studies	2
MA104	Anatomy and Physiology I	5
MA107	Anatomy and Physiology II	5
MA126	Pharmacology	5
MA156	Pathophysiology	5

MM103	College Mathematics	5
MM150	Survey of Mathematics	5
MM180	Math Topics for the Interdisciplinary Student	4
MM204	College Algebra A	2
MM212	College Algebra	5
MM218	College Algebra B	3
MM250	Introduction to Discrete Mathematics	5
MM260	Linear Algebra	5
MO250	Medical Records Management	3
MO270	Advanced Medical Office Management	5
MR100	Advanced Keyboarding	5
MR105	Keyboarding I - Fundamentals	2
MR110	Keyboarding II - Advanced Techniques	3
MR160	Pharmacology and Laboratory Medicine	5
MR250	Medical Records Transcription I	5
MR260	Medical Records Transcription II	5
MR270	Medical Records Transcription III	5
MT103	Information and Office Management	5
MT203	Human Resource Management	5
MT204	Essentials of Management	5
MT209	Small Business Management	5
MT217	Finance	5
MT219	Marketing	5
MT220	Global Business	5
MT230	Advanced Applications	5
NS205	Food Safety and Microbiology	5
NS210	Nutritional Analysis and Assessment	5
NS215	Pharmacology of Nutrition	5
NS220	Nutritional Planning and Management	5
NS270	Nutritional Assessment and Management	5
NU101	Nursing Fundamentals	6
NU105	Pharmacology	5
NU110	Medical-Surgical Nursing I	6

NU120	Care of Special Populations-Obstetrics	6
NU130	Medical-Surgical Nursing II	6
NU220	Care of Special Populations, Family II- Pediatrics	6
NU240	Care of Special Populations-Mental Health Nursing II	6
NU260	Medical-Surgical Nursing III	5
NU270	Transitions Course- Issues and Trends	5
PA101	The Paralegal Professional	5
PA105	Legal and Professional Writing	5
PA106	Legal Terminology and Transcription	5
PA110	Civil Litigation	5
PA130	Contracts	5
PA165	Introduction to Torts	5
PA201	Introduction to Legal Research	5
PA202	Business Organizations	5
PA203	Interviewing and Investigation	5
PA205	Introduction to Legal Analysis and Writing	5
PA221	Wills, Trusts, and Estate Planning	5
PA230	Introduction to Legal Technology	5
PA250	Family Law	5
PA253	Legal Ethics	5
PA260	Criminal Law	5
PA261	Bankruptcy and Debtor-Creditor Law	5
PA284	Substantive Areas of Law Review	5
PA297	Advanced Legal Practice for Paralegals	5
RT101	Principles of Retailing	5
RT201	Building Customer Sales and Equity	5
SC115	Principles of Nutrition	5
SC155	Introduction to Chemistry-Matter and Equilibrium	5
SC202	Foundations of Science	5
SC225	Environmental Science-Ecosystems, Resources, and Carbon Footprints	5
SC245	General Microbiology	5
SS114	Child Development and Learning	5

SS144	Sociology	4
SS225	Film and Society	5
SS230	Making History-The Founding Fathers	5
SS235	20th Century African American Leadership	5
SS236	People, Power, and Politics- An Introduction to American Government	5
SS260	Gender and Society	5
SS270	Social Problems	5
TH101	Travel Concepts	5
TH102	Sales, Marketing, and Customer Service	5
TH110	Destination Geography West	5
TH117	Global Hospitality	5
TH200	Destination Geography East	5
TH206	Hotel Management and Operations	5
TH210	Travel Technology Systems	5
TH213	Food and Beverage Management	5
TH225	Special Topics in Tourism	5
TH230	Dynamics of Trip/Event Planning	5
TH270	Advanced Meeting Planning	5
TH280	Global Applications	5

Kaplan University Course Subject Key:

<u>Subject Code</u>	<u>Subject Area</u>	<u>Subject Code</u>	<u>Subject Area</u>
AC	Accounting	MA	Medical Assisting
BU	General Business	MG/MT	Management
CE	Childhood Education	MM	Mathematics
CJ	Criminal Justice	MO	Medical Office Management
CM	Communication & Composition	MR	Medical Records
DA	Dental Assisting	NS	Nutrition Science
EF	Exercise and Fitness	NU	Nursing
EP	Educational Paraprofessional	PA	Paralegal Studies
HR	Human Resources	PS	Psychology
HS	Health Science	RT	Retail Management
HU	Humanities	SC	Science
HW	Health and Wellness	SS	Social Science
IT	Information Systems and Technology	TH	Travel and Hospitality Management
LS	Legal Studies		

Number of Credit/Clock Hrs. in Specialty: 88 / 180 Percentage: 49%
Number of Credit/Clock Hrs. in General Courses: 92 / 180 Percentage: 51%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time library staff:

Kaplan University currently offers students a full complement of library services through its relationship with the UAH Salmon Library at the University of Alabama in Huntsville, Alabama. The UAH Salmon Library supports the academic and research programs through its collection of over 326,000 volumes and 50,000 e-books, 52,000 serials in print and online, U.S. government documents, sound recordings, material in microfilm and microfiche, and manuscript collections. The Library also has over 350 premium databases that are available to support the Kaplan University programs. In addition, eleven ALA-accredited MLS Subject Librarians are available, as well as EReference. Students have access to the library through a Kaplan University portal on their KU Campus page. The University's relationship with the UAH Salmon Library dates back to fall 2000 and has represented a significant strength. Access to the collection of a research institution supplemented by databases to which Kaplan University subscribes has provided effective services to its students. In 2003 UAH completed 30,000 transactions for Kaplan University students, while in 2004 UAH completed more than 109,000 transactions. In 2005 the number of completed transactions (the number of documents, books, and reserve items that were accessed or shipped) was more than 318,000. In 2003 there were more than 100,000 website visits with nearly 1 million pages visited, while in 2004 there were more than 322,000 website visits and more than 5 million pages visited. In 2005 there were more than 426,500 website visits and more than 8 million pages visited. The Library's catalog is available online, and students can easily access a description of any item in the collection with their University-issued library ID number.

2. Number of volumes of professional material:

The UAH Salmon Library is also a member of several consortia that make available research materials not owned by libraries in north Alabama, including OCLC (Online Computer Library Center). The UAH Salmon Library has also developed several innovative document delivery arrangements, including agreements with the enormous University of Illinois collection, and with Vanderbilt University and Brigham Young University, in addition to over 100 reciprocal agreements. These agreements provide access to over 21 million books and over 200,000 serials across all subject disciplines. Further, the agreements facilitate rapid document delivery and interlibrary loan service to faculty and students without charge. The library portal provides access to a variety of publicly accessible Web resources such as e-books

Several major new technological initiatives are underway, including the imminent launching of a new state-of-the-art Federated Search System, AGent Portal, called

SuperSearch.. The robust meta-search engine, SuperSearch, allows Kaplan University students and faculty to search multiple databases simultaneously, in either keyword or advanced search modes. Super Search operates in a Google-type environment, and intuitively guides users to maximize their search efforts and mine the riches of the full text items housed in Kaplan databases and available 24/7. The license under which Kaplan University will operate provides essentially unlimited linkages for databases and Z39.50 sites as well.

3. Number of professional periodicals subscribed to:

In addition, the University subscribes to several online databases that provide specialized resources to support each academic program.

The following databases are subscribed to by Kaplan University in support of its certificate and degree programs. Additional databases will be provided to support the new programs awaiting Higher Learning Commission approval:

Academic Search Elite:

This multidisciplinary database offers full text for more than 1,850 scholarly journals, including nearly 1,300 peer-reviewed titles. Covering virtually every area of academic study, Academic Search Elite offers full text information dating as far back as 1985. This database is updated on a daily basis via EBSCOhost.

Business Source Elite

This business database provides full text for 1,100 scholarly business journals, including full text for nearly 450 peer-reviewed business publications. The rich collection of titles in Business Source Elite provides information dating back to 1985. This database is updated on a daily basis via EBSCOhost.

Clinical Pharmacology

Clinical Pharmacology contains current, concise, and clinically relevant drug monographs for all U.S. prescription drugs, hard-to-find herbal and nutritional supplements, over-the-counter products, and new and investigational drugs. Drugs may be searched by their generic or brand names. Clinical Pharmacology is made up of Drug Monographs and Patient Education Records. Drug Monographs include description, mechanism of action, and pharmacokinetics. Patient Education Records contain such information as what the medication is used for, what their health care professional should know before taking the medication, how the medication should be taken, what they should do if a dose is missed, what other medications can interact, what side effects may be noticed, what to watch for, and where to keep the medication. Patient education records are available in English or Spanish.

Computer Source

Computer Source provides researchers with the latest information and current trends in high technology. This database offers full text for more than 300 publications, covering topics such as computer science, programming, artificial intelligence,

cybernetics, information systems, robotics, and software. In addition, this database offers indexing and abstracts for over 350 publications. Computer Source provides researchers with full-text journals such as *AI Communications*, *Applied Artificial Intelligence*, *Computer Science Education*, *Cybernetics & Systems*, *Electromagnetics*, *Expert Systems*, *Information Systems Research*, *International Journal of Computational Engineering Science*, *International Journal of Computational Intelligence & Application*, *International Journal of Electronics*, *International Journal of Foundations of Computer Science*, *International Journal of High Speed Computing*, *International Journal of Systems Science*, *Journal of High Speed Networks*, *Journal of Information Systems*, *Journal of Intelligent & Fuzzy Systems*, *Journal of Management Information Systems*, *Mathematical Programming*, *MIS Quarterly*, *Monte Carlo Methods & Applications*, *Neural Computation*, *Theory of Computing Systems*, *Transactions of the Institute of Measurement & Control*, and many more. Leading general magazines are also provided, including: *Computer World*, *eWeek*, *Fast Company*, *MacWorld*, *PC Magazine*, *PC World*, *Red Herring*, *Software Magazine*, etc. Many full-text titles are available in native (searchable) PDF, or scanned-in-color. Full text information in this database dates as far back as 1985.

EBSCO Animals

Provides in-depth information on a variety of topics relating to animals. The database consists of indexing, abstracts, and full-text records describing the nature and habitat of familiar animals.

ERIC

ERIC, the Educational Resource Information Center, contains more than 2,200 digests along with references for additional information and citations and abstracts from over 980 educational and education-related journals.

Funk & Wagnalls New World Encyclopedia

This database provides over 25,000 encyclopedic entries covering a variety of subject areas.

Health Source- Nursing/Academic Edition

This database provides nearly 600 scholarly full-text journals focusing on many medical disciplines. Health Source-Nursing/Academic Edition also features abstracts and indexing for nearly 650 journals. This database is updated on a daily basis.

Health Source- Consumer Edition

With Health Source-Consumer Edition students and faculty can search for information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine, and general health. Health Source -Consumer Edition features searchable full text for over 190 journals including *Consumer Reports on Health* and *Men's Health*, as well as abstracts and indexing for over 205 general health, nutrition, and professional health care publications.

**Lexis Nexis
Professional
Version**

Lexis Nexis is a powerful research tool featuring a rich variety of full-text sources. It provides up-to-date information on current events, business, law, and medicine. Types of material included: regional, national, and international newspapers, magazines, wire services, business publications (trade journals, corporate annual reports, tax sources), legal resources (law reviews, court cases, briefs, federal and state codes), government documents, medical information (medical journals), and reference sources (directories, biographical information). This database is 100 percent full text, but the resources are nonscholarly.

**MAS Ultra-School
Edition**

Designed specifically for high school libraries, this database provides full text for over 500 popular general interest and current events publications with information dating back as far as 1975 for key magazines. MAS Ultra – School Edition also provides nearly 550 full-text pamphlets, 150 full-text reference books, nearly 100,000 biographies, 76,000 primary source documents, and an image collection of 116,000 photos, maps and flags. This database is updated daily via EBSCOhost.

**MasterFILE
Premier**

Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 1,950 general reference publications with full-text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFILE Premier also includes 161 full-text reference books, nearly 100,000 biographies, 76,000 primary source documents, and an image collection of 116,000 photos, maps and flags. This database is updated daily via EBSCOhost.

Medline/PubMed

The National Library of Medicine's index to medical literature, detailed abstracts begin in 1966.

**Middle Search
Plus**

Middle Search Plus provides full text for more than 150 popular magazines for middle and junior high school research. All full-text articles included in the database are assigned a reading level indicator (Lexiles), and full-text information dates as far back as 1990. This database is updated daily via EBSCOhost.

**Newspaper
Source**

Newspaper Source provides selected full-text coverage for more than 240 newspapers and other sources. This collection includes cover-to-cover full text for *USA Today*, *The Christian Science Monitor*, and *The Times (London)*, as well as selected full-text from more than 180 regional newspapers including: *Boston Globe*, *Detroit Free Press*, *Houston Chronicle*, *Miami Herald*, *San Jose Mercury News*, etc. Full-text transcripts are also included from *Face the Nation*, *CBS Evening News with Dan Rather*, *60 Minutes*, *O'Reilly Factor*, *Hannity & Colmes*, *CNN*, *CNBC*, *National Public Radio (NPR)*, etc.

Primary Search

Primary Search provides full text for more than 50 popular

magazines for elementary school research. All full-text articles included in the database are assigned a reading level indicator (Lexiles), and full-text information dates as far back as 1990. This database is updated daily via EBSCOhost.

**Professional
Development
Collection**

Designed for professional educators, this database provides a highly specialized collection of over 515 full-text journals, including nearly 350 peer-reviewed titles. Professional Development Collection is the most comprehensive collection of full-text education journals in the world.

The Library's catalog is available online, and students can easily access a description of any item in the collection with their University-issued library ID number.

4. Other library facilities in close geographical proximity for student access:

Wayne Library – 198 South Girls Road

Decatur Library – 5301 Kentucky Avenue

Haughville Library – 2121 W. Michigan

Speedway Public Library – 5633 W. 25th Street

Indiana University, University Library – 755 West Michigan Street

Special Services Div-In Street Library – 140 N. Senate Ave.

Indiana State Library – 140 N. Senate Ave.

Marion County Law Library – 200 E. Washington

Indianapolis Central Library – 202 N. Alabama

Shelby Library – 2502 Shelby Street

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreeappform.doc

IV. FACULTY: Attach a completed Instructor's Qualification Record for each instructor.
****Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the program: 136 **Full-time:** 13 **Part-time:** 123

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check One:	
					Full- time	Part- time
Amerson, Kathryn	MA - History	18 yrs	0 years 4 months	13 yrs		✓
Avila, Theresa	MA - Education	8 yrs	0 years 4 months	2 yrs		✓
Baalman, Kathryn	MS - Mathematics	23 yrs	0 years 11 months	47 yrs		✓
Bagley, Mary	Ph.D - English	26 yrs	1 years 5 months	26 yrs		✓
Bashinski, Howard	Ph.D - Psychology	20 yrs	0 years 9 months	10 yrs		✓
Baysinger, Che	PH.D - Communications - Infor & Libr Studies	23 yrs	3 years 2 months	17 yrs	✓	
Benenhaley, Anne	MA - Liberal Studies	5 yrs	1 years 5 months	5 yrs		✓
Benitez, Barbara	MA- International Journalism	10 yrs	3 years 2 months	0 yrs		✓
Bissette, Tessa	MS - Mathematics	6.5 yrs	0 years 4 months	6.5 yrs		✓
Briley, Rebecca	Ph.D English	29 yrs	0 years 9 months	29 yrs		✓
Brody, Erwin	Ed.D - Higher Education: Educ. Admin & Supervision	30+ yrs	0 years 9 months	26 yrs		✓
Brogan Jr, Raymond	Ph. D. - Educational Psychology	20 yrs	1 years 5 months	11 yrs		✓
Bucholz, Judie A.	Ph.D. - Human & Organizational Development	9 yrs	2 years 11 months	9 yrs		✓
Burke, Joan	MA - English	24 yrs	0 years 9 months	24 yrs		✓
Butler, Katrina	MFA - Creative Writing	4 yrs	1 years 5 months	4 yrs		✓
Caloyeras, Jennifer	MA - English Literature	6 yrs	2 years 7 months	6 yrs		✓
Carmen, Jennifer	MA - English	6.5 yrs	0 years 6 months	6.5 yrs		✓

Carmichael, Helen	MA - Psychology	3 yrs	0 years 1 months	2 yrs		✓
Castle, Ryan	MS - Mathematics Education (Doctorate in progress)	9 yrs	5 years 8 months	9 yrs		✓
Clark, Robin	M. Div - Theology	24 yrs	0 years 6 months	3.75 yrs		✓
Colbert, Nathan	MA - Speech	11 yrs	0 years 4 months	5 yrs		✓
Craven, Scott	MA - Professional Writing	10 yrs	0 years 11 months	3.5 yrs		✓
Dave, Amit	MBA - Business Administration	18 yrs	0 years 1 months	16 yrs		✓
Delger, Suzanne	M.A. - communication	3 yrs	0 years 6 months	3 yrs		✓
Director, Susan	MS - Mathematics	8 yrs	1 years 2 months	4 yrs		✓
Donnellan, Elizabeth	MS - Education	12 yrs	4 years 8 months	12 yrs	✓	
Dronet, Natasha	MS - Mathematics	8 yrs	1 years 0 months	8 yrs		✓
Drumheller, Matthew	MA-Communication Studies/MDIV	13 yrs	1 years 10 months	13 yrs		✓
Duvall, Matthew	MA - Writing Popular Fiction	7 yrs	1 years 3 months	3 yrs		✓
Eastwood, Deborah	MS - Psychology / Ph.D in Progress	15 yrs	0 years 9 months	6 yrs		✓
Evans, Cynthia	Ph.D - Professional Counseling	14 yrs	0 years 1 months	6 yrs		✓
Feduccia, Anthony	MS - Engineering	32 yrs	4 years 5 months	32 yrs		✓
Fischer, Michelle	MSW - Social Service Delivery	11 yrs	4 years 9 months	6 yrs	✓	
Flynn, Stacie	M.A. Counseling	8 yrs	0 years 4 months	2.5 yrs		✓
Forrey, Paul	MA - Divinity	12 yrs	6 years 5 months	12 yrs		✓
Fosbender, Lisa	Ph.D - Psychology	14 yrs	0 years 1 months	8 yrs		✓
Fox, Nancy	MA - Teaching of Writing	31 yrs	0 years 4 months	29 yrs		✓
Freeman Jr, Aubrey G	MS - Rhetoric & Tech. Communication	9 yrs	1 years 5 months	2 yrs		✓
Gabel, Rudilee	MAT - Secondary Mathematics	13 yrs	0 years 1 months	13 yrs		✓

Gagen, Gina	MA - Human Sciences	10 yrs	0 years 1 months	2 yrs		✓
Gambsky, Kathleen	M.Ed - Adult Education	9 yrs	0 years 6 months	4.5 yrs		✓
Gerow, Diana	MA - English Education	20 yrs	1 years 5 months	16 yrs		✓
Gibson, Jennie	MA - English	8 yrs	0 years 11 months	8 yrs		✓
Gill, Sally	M.S. - Management	3 yrs	0 years 6 months	3 yrs		✓
Gillson, Carla	MA - Speech Communication	15 yrs	0 years 11 months	9 yrs		✓
Glazer, Maggie	MS - Counseling Psychology	2 yrs	0 years 1 months	4 yrs		✓
Glidewell, Reba Sue	Ph.D - Counseling Psychology	8 yrs	0 years 1 months	5 yrs		✓
Griffin, Roxanne M.	MS - Mental Health Counseling	32 yrs	2 years 11 months	7 yrs		✓
Haber, Jennifer	Ph.D - Curriculum & Instruction	13 yrs	0 years 9 months	13 yrs		✓
Hadfield, Jill	MA - English	11 yrs	3 years 10 months	4 yrs		✓
Hale, Daniel	MS - Physics	9 yrs	6 years 2 months	11 yrs		✓
Harper, Virginia	Ph.D - Adult Education Leadership	26 yrs	3 years 4 months	26 yrs	✓	
Harris, Nikka	MA - English	10 yrs	0 years 9 months	10 yrs		✓
Hawf, Cassidy	MS - Psychology	4.5 yrs	0 years 9 months	2 yrs		✓
Height, Kelly	MA - English	6 yrs	5 years 5 months	6 yrs		✓
Hilger, Christine	MA - Humanities/Literature	13 yrs	2 years 1 months	5 yrs		✓
Hoerr, Dorothy	MA - English & Publication	8 yrs	0 years 9 months	8 yrs		✓
Holmes, Amy	M.A. - Psychology	6 yrs	0 years 6 months	3.5 yrs		✓
Hopkins, Simone	MA - Counseling Psychology	16 yrs	0 years 1 months	3 yrs		✓
Hughes, Will	ABD (doctorate in progress)/ MFA - Writing	28 yrs	4 years 1 months	19 yrs		✓
Hunt Ramsey, Staci	MA - Education (Student Personnel Services)	10 yrs	4 years 8 months	5 yrs		✓
Hylton, Trinette	MS - Counseling: General Practice	6 yrs	0 years 1 months	5.5 yrs		✓
Irvin, Sally	MA -	12 yrs	1 years 2	12 yrs		✓

	Mathematics		months			
Jackson, Julie	MAM - Mathematics	10 yrs	3 years 7 months	6 yrs	✓	
Johnson, Catherine	MS - Mathematics	18 yrs	2 years 8 months	16 yrs		✓
Johnson, Heather	MA - Mathematics	10 yrs	0 years 6 months	4 yrs		✓
Johnson, Judith H	MA - Educational Psychology	6 yrs	6 years 2 months	0 yrs		✓
Johnson, Stephanie	Ed.D - Mathematics	14 yrs	1 years 2 months	10 yrs		✓
Judd, April	Ph.D - Educational Mathematics/ MS - Mathematics	8 yrs	0 years 1 months	5 yrs		✓
Keavney, Elizabeth	M.Public Administration	20 yrs	0 years 4 months	2 yrs		✓
Kelly, Andrea J.	Ph.D	8.5 yrs	2 years 11 months	8.5 yrs		✓
King, Heidi	ABD (Ph.D - Psychology)/ MA - Psychology	8 yrs	1 years 2 months	5.5 yrs		✓
Klimova, Elena	Ph.D - Mathematics	19 yrs	2 years 1 months	6 yrs	✓	
Knapp, Christiana	MA - Communications	6 yrs	2 years 2 months	2 yrs		✓
Krishnan, Rathi	MA- English: Literature/ Ph.D - English (24 Qhrs)	28 yrs	4 years 11 months	10 yrs	✓	
Kuratko, Connye	Ph.D - Home Economics: Food & Nutrition	30 yrs	1 years 2 months	13 yrs		✓
Leon-Veiguela, Maritza	MS- Psychology	12 yrs	1 years 11 months	0 yrs		✓
Lindsay, Omar	M.Ed - Special Ed. / MA - Psychology	14 yrs	0 years 1 months	6 yrs		✓
Lippman, Frederick	MA- Mathematics	24 yrs	2 years 11 months	16 yrs		✓
Lis, Michelle	MS - Mathematics	13 yrs	0 years 9 months	13 yrs		✓
Lopez, Miguel	MS - Education	32 yrs	1 years 2 months	13 yrs		✓
Lowe, Matthew	DO - Osteopathic Medicine	10 yrs	0 years 9 months	10 yrs		✓
Lynch, Agatha	MS- Corporate & Professional Communication	4 yrs	1 years 11 months	1.5 yrs		✓
Maggard, Melanie	Ph.D - Psychology	8 yrs	0 years 11 months	8 yrs		✓
Marino, Mark	Ed. M. -	8 yrs	1 years 2	8 yrs		✓

	Mathematics		months			
Marshall, David	Ph.D - Mass Media and Communication	18 yrs	0 years 4 months	9 yrs		✓
Martinez, Robert	MS - Counseling Psychology	25 yrs	0 years 1 months	8 yrs		✓
Mason, James	MA - English: Writing and Rhetoric	5 yrs	1 years 5 months	5 yrs		✓
Masuck, Carol	Ph.D. - Computer Science/ MA-Mathematics	25 yrs	2 years 6 months	25 yrs		✓
McAlister, Gordon	Ph.D - Communication Studies/ MA-Communications	12 yrs	2 years 5 months	7 yrs	✓	
McCarthy, Rebecca	PhD Comparative Studies	1 yr	0 years 4 months	2 yrs		✓
McCastle, Yvonne	D.Education	11 yrs	0 years 6 months	11 yrs		✓
McMullin, Barbara	MPA - Public Administration	15 yrs	0 years 9 months	8 yrs		✓
Miller, Tonie S.	MA-Communication	13 yrs	2 years 6 months	13 yrs		✓
Milne, Beth	MA-Sociology	1 yr	5 years 5 months	15 yrs		✓
Minear, Alisa	MS - Nutrition	28 yrs	1 years 2 months	18 yrs		✓
Mitchell, Loren	MA - Communication	25 yrs	0 years 9 months	6 yrs		✓
Mullins, David	Ph.D - Sociology	12 yrs	0 years 11 months	6 yrs		✓
Murney, Shelly	MFA - Photography / MA - Art	8 yrs	0 years 1 months	8 yrs		✓
Myers De Vega, Kate	MA-Linguistics	5 yrs	2 years 6 months	4 yrs		✓
O'Neill, Sandy	Ph.D - Social & Cultural Anthropology / MA - Psych.	17 yrs	4 years 11 months	11 yrs		✓
Palmieri, Diana	MA - Philosophy	7 yrs	3 years 5 months	7 yrs		✓
Pearson, January	MA - English	8 yrs	3 years 5 months	8 yrs		✓
Powers - Willard, Diane	MS - Facilities Placement	13 yrs	0 years 9 months	1 yr		✓
Premo, David	MS - Journalism: Science Communication	35 yrs	5 years 5 months	17 yrs		✓
Pugsley, Richard	M.Ed-Secondary	25 yrs	1 years 10 months	25 yrs	✓	

	Education					
Ream, Christi	MLA - Liberal Arts	11 yrs	0 years 9 months	11 yrs		✓
Roberman, Ruth	MS Mathematic Education	14 yrs	1 years 2 months	14yrs		✓
Ryan, Melissa	MA - Clinical Psychology	0 yrs	0 years 4 months	10 yrs		✓
Samaniego, Melissa	MA- English	3 yrs	2 years 8 months	2 yrs		✓
Sanders, LaFanya	Ph.D - Mathematics: Discrete	10 yrs	0 years 4 months	4 yrs		✓
Schnoll, Richard S	MA - Applied Linguistics / TESOL	16 yrs	2 years 8 months	11 yrs		✓
Scott, Eddie	Ed.D - Educational Psychology	21 yrs	0 years 1 months	15 yrs		✓
Shea, Anne	M.A. - Psychology	8 yrs	0 years 6 months	5 yrs		✓
Smith Clark, Elizabeth	Ph.D & MA - Human Organization al Systems	24 yrs	2 years 5 months	19 yrs	✓	
Stamm, Victoria M.	MA - English	4.5 yrs	2 years 10 months	4.5 yrs		✓
Stepp, Elizabeth	Ph.D - Mathematics	12 yrs	3 years 4 months	12 yrs	✓	
Strand, David	Ph.D - Philosophy / MS - Phil. & Cmptr& Cog. Scien	11 yrs	1 years 5 months	11 yrs		✓
Strausser, Robert	MS - School Psychology	12 yrs	0 years 1 months	16 yrs		✓
Streit, Mary	Ph.D - Psychology	13 yrs	0 years 9 months	11 yrs	✓	
Sze, David	Ph.D- Mathematics	31 yrs	1 years 6 months	5 yrs		✓
Taylor, Teresa	Ph.D - Political Science / MA - Communicati on	6 yrs	1 years 3 months	6 yrs		✓
Theibert, Philip	MA - English	25 yrs	1 years 2 months	8 yrs		✓
Trent, Letitia	MFA - Creative Writing	4.5 yrs	0 years 9 months	4.5 yrs		✓
Trunk, Barry	Ph.D - Psychology	25 yrs	0 years 9 months	22 yrs		✓
Vassiliadis, Theodore	MS- Mathematics	14 yrs	2 years 1 months	9 yrs		✓
Vaughan, George	MA - Mathematics	16 yrs	3 years 5 months	4 yrs		✓
Vineski, Patricia	MS.Ed. - Teaching	10 yrs	0 years 9 months	10 yrs		✓
Wells, Carrie	MA- English/ Psychology	10 yrs	4 years 5 months	4 yrs	✓	
Werner, Robert	M.A. - Psychology	29 yrs	0 years 6 months	8 yrs		✓

Whiffen, Charles	MS - Mathematics	32 yrs	0 years 4 months	23 yrs		✓
Williams, Dorothy	Ph.D - Education	20 yrs	0 years 6 months	20 yrs		✓
Wolak, Roseann	MA - English	11 yrs	0 years 11 months	11 yrs		✓
Wooton, Amber F	MA- English-Composition	5 yrs	2 years 9 months	4 yrs		✓
Yarber, Karen	M.S. - Guidance/Co unseling	8 yrs	0 years 6 months	2.5 yrs		✓
Zeringue, Deborah	MA- Liberal Stud. & Library Research / MA- English	21 yrs	2 years 1 months	8 yrs		✓

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal Program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Kaplan University
Name of Program Master of Science in Management
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, PhD) MS
Name of Person Preparing this form Holly Roth
Telephone Number 312.385.1361 **Application Type**
Date the Form was Prepared 1/14/2009 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Master of Science in Management program is designed to provide students with valuable knowledge about management and all its related aspects. Students are taught about organizational strategies and concepts, not just on paper, but through training and hands-on application that instruct students how to use these skills in practical life and in day-to-day managerial functions. The core curriculum is enhanced by four specialization areas designed to help students develop specific proficiencies: change leadership, health care management, project management, and supply chain management and logistics.

The Master of Science in Management program is designed to prepare graduates to pursue numerous career opportunities in various fields. It can be especially beneficial for those who wish to pursue high-level managerial positions. The degree can be invaluable in careers such as health care administration, change leadership, supply chain management, project management, and government positions. This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although the University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all.

While the program is designed to prepare graduates to pursue continued graduate- or doctorate-level education, the University cannot guarantee that students will be granted admission to any graduate or doctoral programs.

The Master of Science in Management program consists of a minimum of 56 quarter credit hours. Upon successful completion of the program, graduates will be awarded a master of science degree.

Program Outcomes

1. Assess personal leadership and management styles.

2. Critically evaluate the theoretical bases, current knowledge, best practices, and trends related to the ethical practice of management.
3. Think critically and holistically in diverse management settings.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Master of Science in Management

TOTAL COURSE HOURS: 56 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 7 terms TUITION: \$21,840

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GB 512	Business Communications	4
GM 500	Managers as Leaders	4
GM 501	Management Theories and Practices – Past, Current, and Future	4
GM 502	Skills for Professional Impact	4
GM 503	Foundations for Effective Management Practice	4
GM 504	Organizational Excellence and Change	4
GM 505	Action Research and Consulting Skills	4
GM 506	Strategic Financial Analysis	4
GM 507	Strategic Human Resources Management	4
GM 599	Applied Research Project	4
	Major Electives [see “Major Electives” below]	16

MAJOR ELECTIVES

Students may choose from the following courses:

GB 543	Managing Course	4
GB500	Business Perspectives	4
GB501	Leadership, Culture, and Change	4
GB502	Managerial Economics	4

GB503	Managerial Accounting	4
GB504	Financial Management	4
GB505	Marketing Management	4
GB506	Information Systems Management	4
GB507	Business Ethics	4
GB508	The Legal Environment of Business	4
GB509	Analytical Decision Making	4
GB510	Project Management	4
GB511	Strategic Human Resources Management	4
GB513	Business Analytics	4
GB518	Financial Accounting Principles and Analysis	4
GB519	Measuring and Decision Making	4
GB520	Strategic Human Resource Management	4
GB521	Capital Markets and Investments	4
GB522	Mergers and Acquisitions	4
GB523	International Finance	4
GB524	Financial Statement Analysis	4
GB530	Marketing Management	4
GB531	Advertising	4
GB532	Marketing Research	4
GB533	Salesforce Management	4
GB534	Marketing Psychology	4
GB540	Economics for Global Decision Makers	4
GB541	Employment and Labor Law	4
GB542	Training and Development	4
GB544	Quality Management	4
GB545	Strategic Reward Systems	4
GB546	Recruitment and Selection	4
GB550	Financial Management	4
GB551	Managing Information Technology Projects	4
GB552	Database Analysis and Design	4
GB553	E-Business Principles and Practices	4
GB554	Operations Management	4

GB555	Managing Business Intelligence	4
GB560	Designing, Improving, and Implementing Processes	4
GB561	Entrepreneurship	4
GB562	Small Business Administration	4
GB564	Corporate Venturing	4
GB570	Managing the Value Chain	4
GB571	Power and Negotiation	4
GB572	International Management	4
GB573	International Marketing	4
GB574	International Managerial Competencies	4
GB580	Strategic Management	4
GB590	Corporate Social Responsibility	4
GB599	Business Strategy	4
GB600	Leadership Strategies for a Changing World	4
GB601	MBA Capstone	4
GM 521	Health Care Systems	4
GM 522	Comprehensive Health Care Strategies	4
GM 523	Quality Health Care Management	4
GM 524	International Health Care Systems	4
GM 541	Foundations of Organization Development	4
GM 543	Organization Diagnosis and Design	4
GM 544	Applied Organization Research Methods	4
GM 581	Supply Chain Management	4
GM 582	Inventory and Distribution Management	4
GM 583	Managing the Service Values Chain	4
GM 584	Strategic Global Logistics Management	4
GM 591	Strategic Project Management	4
GM 592	Project Initiation, Planning, and Execution	4
GM 593	Project Cost and Schedule Monitoring and Controlling	4
GM 594	Project Risk, Quality, and Procurement Monitoring and Controlling	4
GM542	Managing Change	4
GM599	Applied Research Project	4

GN500	Building Business Acumen	4
GN501	Leadership Strategies For A Changing World	4
GN502	Economics and Decision Making Within Organizations	4
GN503	Managerial Accounting	4
GN504	Finance For Managers	4
GN505	Business Marketing	4
GN506	Information Systems Management	4
GN507	Managerial and Corporate Ethics	4
GN509	Statistical Analysis for Business	4
GN510	Managing Projects	4
GN511	Strategic Human Resources Management	4
GN523	International Finance	4
GN525	International Health Systems	4
GN526	Public Health Systems Management	4
GN527	Quality Health Care Management	4
GN528	Comprehensive Health Care Strategies	4
GN543	Managing Change	4
GN544	Quality Management	4
GN554	Operations Strategy	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

Number of Credit/Clock Hrs. in Specialty: 56 / 56 Percentage: 100

Number of Credit/Clock Hrs. in General Courses: / Percentage:

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time library staff:

Kaplan University currently offers students a full complement of library services through its relationship with the UAH Salmon Library at the University of Alabama in Huntsville, Alabama. The UAH Salmon Library supports the academic and research programs through its collection of over 326,000 volumes and 50,000 e-books, 52,000 serials in print and online, U.S. government documents, sound recordings, material in microfilm and microfiche, and manuscript collections. The Library also has over 350 premium databases that are available to support the Kaplan University programs. In addition, eleven ALA-accredited MLS Subject Librarians are available, as well as EReference. Students have access to the library through a Kaplan University portal on their KU Campus page. The University's relationship with the UAH Salmon Library dates back to fall 2000 and has represented a significant strength. Access to the collection of a research institution supplemented by databases to which Kaplan University subscribes has provided effective services to its students. In 2003 UAH completed 30,000 transactions for Kaplan University students, while in 2004 UAH completed more than 109,000 transactions. In 2005 the number of completed transactions (the number of documents, books, and reserve items that were accessed or shipped) was more than 318,000. In 2003 there were more than 100,000 website visits with nearly 1 million pages visited, while in 2004 there were more than 322,000 website visits and more than 5 million pages visited. In 2005 there were more than 426,500 website visits and more than 8 million pages visited. The Library's catalog is available online, and students can easily access a description of any item in the collection with their University-issued library ID number.

2. Number of volumes of professional material:

The UAH Salmon Library is also a member of several consortia that make available research materials not owned by libraries in north Alabama, including OCLC (Online Computer Library Center). The UAH Salmon Library has also developed several innovative document delivery arrangements, including agreements with the enormous University of Illinois collection, and with Vanderbilt University and Brigham Young University, in addition to over 100 reciprocal agreements. These agreements provide access to over 21 million books and over 200,000 serials across all subject disciplines. Further, the agreements facilitate rapid document delivery and interlibrary loan service to

faculty and students without charge. The library portal provides access to a variety of publicly accessible Web resources such as e-books

Several major new technological initiatives are underway, including the imminent launching of a new state-of-the-art Federated Search System, AGent Portal, called SuperSearch.. The robust meta-search engine, SuperSearch, allows Kaplan University students and faculty to search multiple databases simultaneously, in either keyword or advanced search modes. Super Search operates in a Google-type environment, and intuitively guides users to maximize their search efforts and mine the riches of the full text items housed in Kaplan databases and available 24/7. The license under which Kaplan University will operate provides essentially unlimited linkages for databases and Z39.50 sites as well.

3. Number of professional periodicals subscribed to:

In addition, the University subscribes to several online databases that provide specialized resources to support each academic program.

The following databases are subscribed to by Kaplan University in support of its certificate and degree programs. Additional databases will be provided to support the new programs awaiting Higher Learning Commission approval:

Academic Search Elite:

This multidisciplinary database offers full text for more than 1,850 scholarly journals, including nearly 1,300 peer-reviewed titles. Covering virtually every area of academic study, Academic Search Elite offers full text information dating as far back as 1985. This database is updated on a daily basis via EBSCOhost.

Business Source Elite

This business database provides full text for 1,100 scholarly business journals, including full text for nearly 450 peer-reviewed business publications. The rich collection of titles in Business Source Elite provides information dating back to 1985. This database is updated on a daily basis via EBSCOhost.

Clinical Pharmacology

Clinical Pharmacology contains current, concise, and clinically relevant drug monographs for all U.S. prescription drugs, hard-to-find herbal and nutritional supplements, over-the-counter products, and new and investigational drugs. Drugs may be searched by their generic or brand names. Clinical Pharmacology is made up of Drug Monographs and Patient Education Records. Drug Monographs include description, mechanism of action, and pharmacokinetics. Patient Education Records contain such information as what the medication is used for, what their health care professional should know before taking the medication, how the medication should be taken, what they should do if a dose is missed, what other medications can interact, what side effects may be noticed, what to watch for, and where to keep the medication. Patient education records are available in English or Spanish.

<u>Computer Source</u>	<u>Computer Source provides researchers with the latest information and current trends in high technology. This database offers full text for more than 300 publications, covering topics such as computer science, programming, artificial intelligence, cybernetics, information systems, robotics, and software. In addition, this database offers indexing and abstracts for over 350 publications. Computer Source provides researchers with full-text journals such as <i>AI Communications, Applied Artificial Intelligence, Computer Science Education, Cybernetics & Systems, Electromagnetics, Expert Systems, Information Systems Research, International Journal of Computational Engineering Science, International Journal of Computational Intelligence & Application, International Journal of Electronics, International Journal of Foundations of Computer Science, International Journal of High Speed Computing, International Journal of Systems Science, Journal of High Speed Networks, Journal of Information Systems, Journal of Intelligent & Fuzzy Systems, Journal of Management Information Systems, Mathematical Programming, MIS Quarterly, Monte Carlo Methods & Applications, Neural Computation, Theory of Computing Systems, Transactions of the Institute of Measurement & Control</i>, and many more. Leading general magazines are also provided, including: <i>Computer World, eWeek, Fast Company, MacWorld, PC Magazine, PC World, Red Herring, Software Magazine</i>, etc. Many full-text titles are available in native (searchable) PDF, or scanned-in-color. Full text information in this database dates as far back as 1985.</u>
<u>EBSCO Animals</u>	<u>Provides in-depth information on a variety of topics relating to animals. The database consists of indexing, abstracts, and full-text records describing the nature and habitat of familiar animals.</u>
<u>ERIC</u>	<u>ERIC, the Educational Resource Information Center, contains more than 2,200 digests along with references for additional information and citations and abstracts from over 980 educational and education-related journals.</u>
<u>Funk & Wagnalls New World Encyclopedia</u>	<u>This database provides over 25,000 encyclopedic entries covering a variety of subject areas.</u>
<u>Health Source-Nursing/Academic Edition</u>	<u>This database provides nearly 600 scholarly full-text journals focusing on many medical disciplines. Health Source-Nursing/Academic Edition also features abstracts and indexing for nearly 650 journals. This database is updated on a daily basis.</u>
<u>Health Source-Consumer Edition</u>	<u>With Health Source–Consumer Edition students and faculty can search for information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports</u>

medicine, and general health. Health Source -Consumer Edition features searchable full text for over 190 journals including *Consumer Reports on Health* and *Men's Health*, as well as abstracts and indexing for over 205 general health, nutrition, and professional health care publications.

Lexis Nexis Professional Version

Lexis Nexis is a powerful research tool featuring a rich variety of full-text sources. It provides up-to-date information on current events, business, law, and medicine. Types of material included: regional, national, and international newspapers, magazines, wire services, business publications (trade journals, corporate annual reports, tax sources), legal resources (law reviews, court cases, briefs, federal and state codes), government documents, medical information (medical journals), and reference sources (directories, biographical information). This database is 100 percent full text, but the resources are nonscholarly.

MAS Ultra-School Edition

Designed specifically for high school libraries, this database provides full text for over 500 popular general interest and current events publications with information dating back as far as 1975 for key magazines. MAS Ultra – School Edition also provides nearly 550 full-text pamphlets, 150 full-text reference books, nearly 100,000 biographies, 76,000 primary source documents, and an image collection of 116,000 photos, maps and flags. This database is updated daily via EBSCOhost.

MasterFILE Premier

Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 1,950 general reference publications with full-text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFILE Premier also includes 161 full-text reference books, nearly 100,000 biographies, 76,000 primary source documents, and an image collection of 116,000 photos, maps and flags. This database is updated daily via EBSCOhost.

Medline/PubMed

The National Library of Medicine's index to medical literature. detailed abstracts begin in 1966.

Middle Search Plus

Middle Search Plus provides full text for more than 150 popular magazines for middle and junior high school research. All full-text articles included in the database are assigned a reading level indicator (Lexiles), and full-text information dates as far back as 1990. This database is updated daily via EBSCOhost.

Newspaper Source

Newspaper Source provides selected full-text coverage for more than 240 newspapers and other sources. This collection includes cover-to-cover full text for *USA Today*, *The Christian Science Monitor*, and *The Times (London)*, as well as selected full-text from more than 180 regional newspapers including: *Boston Globe*, *Detroit Free Press*, *Houston Chronicle*, *Miami Herald*, *San Jose Mercury News*, etc. Full-text transcripts are also included

from Face the Nation, CBS Evening News with Dan Rather, 60 Minutes, O'Reilly Factor, Hannity & Colmes, CNN, CNBC, National Public Radio (NPR), etc.

Primary Search

Primary Search provides full text for more than 50 popular magazines for elementary school research. All full-text articles included in the database are assigned a reading level indicator (Lexiles), and full-text information dates as far back as 1990. This database is updated daily via EBSCOhost.

Professional Development Collection

Designed for professional educators, this database provides a highly specialized collection of over 515 full-text journals, including nearly 350 peer-reviewed titles. Professional Development Collection is the most comprehensive collection of full-text education journals in the world.

The Library's catalog is available online, and students can easily access a description of any item in the collection with their University-issued library ID number.

4. Other library facilities in close geographical proximity for student access:

Wayne Library – 198 South Girls Road

Decatur Library – 5301 Kentucky Avenue

Haughville Library – 2121 W. Michigan

Speedway Public Library – 5633 W. 25th Street

Indiana University, University Library – 755 West Michigan Street

Special Services Div-In Street Library – 140 N. Senate Ave.

Indiana State Library – 140 N. Senate Ave.

Marion County Law Library – 200 E. Washington

Indianapolis Central Library – 202 N. Alabama

Shelby Library – 2502 Shelby Street

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreeappform.doc

IV. FACULTY: Attach a completed Instructor's Qualification Record for each instructor.

****Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the program: 5 Full-time: 1 Part-time: 4

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check One:	
					Full- time	Part- time

Bowman,Ardith K.	PH.D. - Human and Organization al Development	6 yrs	3 years 7 months	5 yrs	✓	
Hiss,Arlene L	Ph.D	13 yrs	2 years 2 months	13 yrs		✓
Neely,Patricia	Ed.D - Higher Education	5 yrs	0 years 8 months	8 yrs		✓
Polakoff,Michael	Ph.D - Economics	15 yrs	0 years 11 months	15 yrs		✓
Rairdon,James	Doctorate of Management	15 yrs	0 years 1 months	15 yrs		✓

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Adair	Jeffrey	Thomas
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Tiffin University	Tiffin, Ohio	MBA	09/03	05/05
Tiffin University	Tiffin, Ohio	BBA-Finance	09/99	05/03
Austintown Fitch High School	Austintown, Ohio	Diploma	08/95	05/99
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Bank of America	Columbus, Ohio	Business Banking Underwriter	06/08	Present
JP Morgan Chase	Columbus, Ohio	Business Banking Underwriter	05/05	06/08
Columbus State Community College	Columbus, Ohio	Adjunct (face-to-face) business professor	05/05	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Alex	Theodore	Charles
	(Last)	(First)	(Middle)

Names of Courses Taught:[illegible]487

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CS119 - Academic Strategies for the Health Care Professional

489

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Arden	Deanna H	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Northeastern University School of Law	Boston, MA	JD		1990
State University of New York	Binghamton, NY	BA Linguistics/Philosophy		1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Suffolk University	Boston, MA	Lecturer/Adjunct Instructor	Sep-07	present
United States Postal Service Office of General Counsel, Law Department	New York, NY	Litigation Attorney	Nov-99	Nov-00
Snitow and Pauley (now Snitow Kanfer Holtzer & Millus LLP)	New York, NY	Associate	Nov-97	Oct-99
United States District Court, SDNY	New York, NY	Pro Se Judicial Law Clerk	Jan-95	Oct-97

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Atkins	Ramona
	(Last)	(First) (Middle)

Names of Courses Taught:

492

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Baysinger	Che
	(Last)	(First)
		(Middle)

NAME OF INSTITUTION: Kaplan University

CM206 – Interpersonal Communication

497

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT217: Finance

498

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CS410 - Advanced Career Development Strategies

500

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Bermingham	John	Anthony
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

PA450 Medical Malpractice Litigation

503

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MM103-College Mathematics

504

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT485 Legal and Ethics of healthcare

506

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CS113 - Academic Strategies for the Business Professional

507

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

GB543 - Managing Change

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Breiden	Jack	K.
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Nova University	Ft. Lauderdale, FL	JD	1975	1978
Nova University- Florida	Ft. Lauderdale, FL	MS Criminal Justice	1978	1979
La Salle Extension University	Okinawa, Japan	Bachelors of Law Degree	1972	1975
Florida Atlantic University	Boca Raton, FL	BA	1969	1971
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Hodges University	(Naples- Ft. Myers campuses, Florida and Distance Learning)	Adjunct Faculty	1993	present
Breiden & Associates	Naples, FL	Attorney Breiden & Associates operates a	1986	present
Bowein & Breiden	Naples, FL	Senior Partner Partner in law firm. General	1983	1986
Law Offices of E. Lewis Fields, P.A.	Ft. Lauderdale, Florida	Associates Attorney General Practice Firm; as	1980	1983

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CM310; CM410 - Communication and Conflict; Organizational Communication

511

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT219 - Intro to Marketing

513

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CS210 – Career Development Strategies

514

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

PA253 Legal Ethics

518

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Catalano	Rosanna	Manuela
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Florida College of Law	Gainesville, FL	JD		May-97
Florida State University Department of Political Science	Tallahassee, FL	Took masters level courses		2000
University of Florida College of Journalism & Communication	Gainesville, FL	BS		Apr-94
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Florida State University College of Law	Tallahassee, FL	Asst. Dean for Administration 2007-present		
		Director, Placement Office 2005-2007	2005	present
Florida Office of the Attorney General	Tallahassee, FL	Assistant Attorney General	2002	2005
Kaplan University		Part-time instructor teaching Civil Litigation in an on-line environment to undergraduate students	Jul-04	present
Florida Department of Health/Agency for Health Care Administration	Tallahassee, FL	Assistant General Counsel, Prosecution Services Unit	1999	2003

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Clark Robin K.
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

CS120 - Academic Strategies for the Psychology Professional

CS116 - Academic Strategies for the Communications Professional

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
The Methodist Theological School in Ohio	Delaware, OH	Master of Divinity, Theology -	1971	1974
The Methodist Theological School in Ohio	Delaware, OH	Master of Arts in Religious Education, Education -	1971	1974
The Ohio State University	Columbus, OH	BA - English	1967	1971
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Vision Service Plan	Columbus, OH	Human Resources & Facilities Manager	Apr-88	present
Ohio Dominican University	Columbus, OH	Adjunct Faculty	Mar-05	present
Franklin University	Columbus, OH	Adjunct Faculty	Jan-06	present
Lazarus Department Stores	Columbus, OH	Human Resources Director	Feb-84	Apr-88
The United Methodist Church	North Canton, OH	Minister & District & Regional Trainer and Communications Director; editor of regional Newspaper; national comm rep	Jun-68	Feb-84

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Coleman	Jerome C.	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Missouri – Columbia	Columbia, MO	JD		May-89
University of Missouri – St. Louis	St. Louis, MO	B.S.B.A. Emphasis in accounting		Jan-85
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Tremayne, Lay & Coleman, LLP	St. Louis, MO	Partner, Attorney at Law	1991	present
Kaplan University		Fulltime instructor	2007	present
Webster University	St. Louis, MO	Adjunct Professor	1992	2007
Deloitte and Touche, CPAs	St. Louis, MO	Tax and financial consultant	1989	1991

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

HS111- Medical Terminology

527

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Copeland	Benjamin
	(Last)	(First) (Middle)

PA101 The Paralegal Professional

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Courtright Dawn Marie
 (Last) **(First)** **(Middle)**

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

MT211 - Business Law

Introduction to Business

Academic Strategies for the Business Professional

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Thomas M. Cooley Law School	Lansing, MI	Juris Doctor/Law	9/1996	9/1999
University of Central Florida	Orlando, FL	BA/Psychology	1991	1993
Valencia Community College	Orlando, FL	AA	1989	1991
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Adjunct Professor/Instructor	Kaplan University; Ft. Lauderdale, FL	Adjunct Professor/Instructor	10/2005	Present
Attorney	Sanford, FL	Attorney	5/2000	Present

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Craig Brian
 (Last) **(First)** **(Middle)**

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

PA165 Introduction to Torts

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Idaho College of Law	Moscow, ID	JD		2001
Brigham Young University	Rexburg, ID	BA Political Science		1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan University		Member of the adjunct faculty	2007	present
Minnesota School of Business/Globe University	Woodbury, MN	Member of the adjunct faculty	2005	present
University of Minnesota Law School	Minneapolis, MN	Taught legal research and writing to first-year law students	2007	2008
Thomson-West	MN	Staff Attorney	2002	present

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Craig Clyde
 (Last) **(First)** **(Middle)**

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

PA201 Introduction to Legal Research

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
ST. LOUIS UNIVERSITY SCHOOL OF LAW	St Louis, MO	LLB		Jun-64
ST. LOUIS UNIVERSITY	St Louis, MO	BA Philosophy & Letters		Jun-59
ST. LOUIS UNIVERSITY HIGH SCHOOL	St Louis, MO			Jun-53
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
SOUTHERN ILLINOIS UNIVERSITY – CARBONDALE	online	Adjunct Professor in Online Paralegal Studies	Sep-05	present
KAPLAN UNIVERSITY	online	Adjunct Professor in Online Paralegal Studies	May-04	present
CLYDE E. CRAIG, P.C.	St. Louis, MO	Extensive experience in representing labor organizations	Aug-96	present
CRAIG & NANGLE, P.C.	St. Louis, MO	Extensive experience in representing labor organizations	Aug-92	Aug-96
Wiley, Craig, Armbruster & Wilburn	St. Louis, MO	Extensive experience in representing labor	Jun-64	Aug-92

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

PA101 The Paralegal Professional

534

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Crump	Anitra	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Maryland, School of Law	Baltimore, MD	JD	Aug-99	May-02
Spelman College	Atlanta, GA	BA Political Science	Aug-95	May-97
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
DEMING, PARKER, HOFFMAN, GREEN, CAMPBLEELL, AND DAILY	Norcross, GA	Associate	Jan-07	Present
TOMLIN LAW FIRM	Largo, MD	Associate	May-07	Aug-07
STATES' ATTORNEYS' OFFICE	Upper Marlboro, MD	Assistant States' Attorney	Sept-06	April-07
KAPLAN UNIVERSITY	Boca Raton, FL	Adjunct Professor	Jan-05	Present
PARKS COLLEGE	Arlington, VA	Adjunct Professor	May-03	Jan-06
AHC, INC.	Manassas, VA	Staff Attorney	Feb-04	Present
UNIVERSITY OF MARYLAND & GREATER BALTIMORE COMMITTEE	Baltimore, MD	Independent Contractor (Legal Research)	Apr-03	Aug-03

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: D'Ambrosio Richard
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

PA101 The Paralegal Professional

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Illinois College of Law	Chicago, IL	JD		May-92
Cambridge University Summer Law Program, England Fitzwilliam College				Summer 1990
University of Illinois College of Commerce & Business Administration	Chicago, IL	BS Accountancy		May-89
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
KAPLAN UNIVERSITY		Instructor - Online Teach online law courses for paralegal students.	2006	present
UNIVERSITY OF PHOENIX ONLINE		Instructor - Online Teach online business law and internet risk management courses.	2000	present
CENTURA HEALTH	Denver	Associate General Counsel	2001	present
TRIWEST HEALTHCARE ALLIANCE	Phoenix	Associate General Counsel	1998	2001

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Daniels	Glenn	Patrick
	(Last)	(First)	(Middle)

Names of Courses Taught:

AC300 - Intermediate Accounting I

538

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

HS111-Medical Terminology

542

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Deering	Elaine	M.
	(Last)	(First)	(Middle)

Names of Courses Taught:

PA 110 Introduction to Litigation

543

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	DePersis	Dominic
	(Last)	(First) (Middle)

Names of Courses Taught:

545

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Didcoct Kirstie
(Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

HS101 - Medical Law and Bioethics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Alabama Birmingham	Birmingham Al	BA - Major in History with a minor in English	1995	2000
Troy University	Troy Al	Masters of Public Administration - Added concentration Health Care Administration	2005	2007
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
University of Alabama at Birmingham Comprehensive Cancer Center /Clinical Studies Unit	Birmingham Al	Program Manager I	Mar-07	present
Vascular Biology Hypertension Program	Birmingham Al	Program Coordinator II	Nov-04	Mar-07
University of Alabama at Birmingham Center for the Advancement of Youth Health	Birmingham Al	Assistant to Director	Jun-03	Nov-04
University of Alabama at Birmingham Center for the Advancement of Youth Health	Birmingham Al	Research Specialist for Birmingham Youth Violence Study	Oct-02	Jun-03

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Director	Susan	C.
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

MM212 - College Algebra

547

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT103 - Information and Office Management

549

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Dronet Natasha Dawn
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

MM212 - College Algebra

MM103 – College Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Southern Mississippi	Hattiesburg, MS	MS - Mathematics	Aug-02	Aug-04
University of Southern Mississippi	Hattiesburg, MS	BS – Mathematics Minor in General Science	Aug-94	Dec-97
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Mississippi Gulf Coast Community College	Perkinston, MS	Mathematics Instructor	Jan-07	present
Mississippi Gulf Coast Community College	Gulfport, MS	Science/Mathematics Instructor	Aug-00	Aug-05
Gulfport High School	Gulfport, MS	Mathematics Teacher	Aug-99	May-00
Mississippi Gulf Coast Community College	Gulfport, MS	Science/Mathematics Instructor	Jan-99	Aug-99

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

PA112 Civil Litigation II

552

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (**i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Dyke Fara
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

HS120 - Anatomy And Physiology I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Metropolitan Community Colleges, Maple Woods	Kansas City, MO	AAS - Veterinary Technology	8/1990	5/1992
Missouri Western State University	St. Joseph, MO	BS - Biological Sciences	8/1992	5/1995
Missouri State University	Springfield, MO	MS - Biological Sciences	8/1997	5/2000
Teacher Training	Kaplan University, FL	1) E-College Training, 2) Learning Theories Workshop, 3) Audio Seminar Workshop, 4) Discussion Board Workshop	10/2007	08/2008
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Missouri Western State University	St. Joseph, MO	Biology T. A. & Biology Lab Instructor	8/1994 & 8/1996	12/1995 & 5/1997
Missouri State University	Springfield, MO	Biology Lab Instructor	8/1997	12/1999
Metropolitan Community College, Penn Valley	Belton, MO	Biology Substitute Instructor & Biology Laboratory Specialist	8/2001	2/2007
Kaplan University	Fort Lauderdale, FL	Adjunct Online Instructor	7/2007	current
DeVry University Online	IL	Online Instructor	9/2008	current

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT219 - Introduction to Marketing

556

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT219 Introduction to Marketing

557

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT 211 - Business Law

558

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Fandl	Kevin	
	(Last)	(First)	(Middle)

Names of Courses Taught:

561

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

AC114 - Accounting I
ACC116- Accounting II

563

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Ferguson	Toney	Levi
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Phoenix	Atlanta, GA	Doctor Business Administration		expected Dec-09
Keller Graduate School of Management	Atlanta, GA	Master Project Management		2001
Keller Graduate School of Management	Atlanta, GA	Master Business Administration		2000
Southern College of Technology	Marietta, GA	BS, Industrial Engineering		
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan University	Online	Online Teaching	4/06	Present
ATLANTA JOURNAL-CONSTITUTION	Atlanta, GA	Packaging & Distribution Manager	5/07	Present
UNIVERSITY OF PHOENIX	Atlanta, GA	Senior Professor	6/02	5/07
MEADWESTVACO CORPORATION	Atlanta, GA	Production Manager	1997	2005

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Fiano Astrid Rachelle
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

PA165 Introduction to Torts; PA 130 Contracts; PA 310 Torts

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Syracuse University	Syracuse, New York	Juris Doctorate and Master's of Arts in Religion	2000	2003
SUNY Stony Brook	Stony Brook, NY	Bachelor of Arts Political Science	1997	2000
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
INDEPENDENT CONSULTANT	Telecommuting New York	INDEPENDENT CONSULTANT Analyzed numerous community projects and legal matters for nonprofits and attorneys.	01/2005 09/2007	09/2005 present
Tuckner, Sipser, Weinstock & Sipser, LLP	New York, NY	ASSOCIATE ATTORNEY	Sep-05	Sep-07
Westchester Community College	Vahalla, NY	ADJUNCT FACULTY	Jul-07	present
Kaplan University School of Legal Studies	Ft. Lauderdale, FL	ADJUNCT ONLINE FACULTY	Jul-07	present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CS120 - Academic Strategies for the Psychology Professional

567

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Flegle Larry Vernon
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

BU100 - Introduction to Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of south Florida	Tampa, Florida	BA in Speech	1972	1975
Pepperdine University	Malibu, California	MA in Public Administration	1975	1977
Nova Southeastern University	Ft. Lauderdale, Florida	D.B.A. in Management	1998	2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Adjunct Professor - American Incontinental	Atlanta, Georgia	Classroom teaching	1998	2003
Walden University	Minneapolis, MN	PhD Mentor	2004	2007
Kaplan University	Ft. Lauderdale, Florida	Online Teaching	2002	2008

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Ford	Sheila	
	(Last)	(First)	(Middle)

Names of Courses Taught:

570

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

AC116 - Accounting II
AC114 - Accounting I

576

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

AC 114 Accounting I
AC 116 Accounting II
MT 211 Business Law

577

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CM130; CM220; CM340 - College Composition I & II; Advanced Technical Communication

578

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT219 Marketing
MT355 Marketing Research
operations management
conflict resolution & team dynamics
advertising
consumer behavior

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MM212 - College Algebra

580

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: KAPLAN UNIVERSITY

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Montreal	Montreal, Canada	2 PhD courses in Economics	Sept.08	Dec.08
University of Montreal	Montreal, Canada	Masters of Economics	Sept.98	Jan.01
University of Montreal	Montreal, Canada	Bachelor of Economics	Sept.95	May 98
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Adjunct Instructor - ITT Technical Institute	Matteson, Illinois	Instructed Economics courses	08/2004	05/2005
Adjunct Instructor - Moraine Valley Com.Col.	Palos Hills, Illinois	Instructed Economics Courses	01/2002	05/2004
Skoda Auto Business University	Mlada Boleslav, Czech Republic	Lectured Economics and Business Courses	08/1999	06/2000

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Gambsky	Kathleen
	(Last)	(First)
		(Middle)

NAME OF INSTITUTION: Kaplan University

CS120 - Academic Strategies for the Psychology Professiona

583

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Gentius Harris	Paula	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Detroit Mercy School of Law	Detroit, MI	JD		May-00
Ohio University	Athens, OH	MASTER OF EDUCATION Higher Education Administration		Jun-97
Hampton University	Hampton, VA	BACHELOR OF ARTS Public Relations and Advertising/Mass Media Communications		May-91
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
University of Detroit Mercy School of Law	Detroit, MI	Adjunct Professor: Legal Writing and Research-Special Summer Program	May-02	Jul-05
Commonwealth of Virginia Department of Minority Business Enterprise	Richmond, VA	Chief Deputy and Acting Director	Jul-07	present
Commonwealth of Virginia Department of Minority Business Enterprise	Richmond, VA	Chief Deputy and Confidential Policy Analyst	Aug-05	Jul-07
City of Detroit Cable Communications Commission	Detroit, Michigan	Executive Director	Dec-99	Jul-05

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CM220 - College Composition II

586

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University Central Florida	Orlando, Fl	Business Administration	1987	1993
ROTC/Officer Training School	Orlando,Fl - Lackland, TX	USAF Officer Training	1993	1994
University Central Florida	Orlando, Fl	Public Administration	1994	1997
Home Depot	Orlando, Fl	Six Sigma	2005	2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Rexel Inc.	Orlando, Fl	Regional Manager	Oct, 2007	Present
Home Depot/HD Supply	Orlando, Fl	Vice Prsident Operations	July, 2005	Oct, 2007
Hughes Supply	Orlando, Fl	Vice President Operations	Feb, 1996	July, 2005

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Gill	Jodi	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

PA100 Eight Skills of the Effective Online Paralegal Student

588

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CS410 - Advanced Career Development Strategies

596

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Grim Byron James
 (Last) **(First)** **(Middle)**

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

PA205; PA230 Introduction to Legal Analysis and Writing; Introduction To Legal Technology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Dayton College of Law	Dayton, OH	J.D.		1983
University of Iowa	Iowa City, IA	BA English		1977
University of Iowa	Iowa City, IA	Masters Program 30-credit Masters Program in Adult Education	1977	1978
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan University		Member of the adjunct faculty teaching Criminal Law, Civil Law &	2003	present
AIB College of Business	Des Moines, IA	Member of the adjunct faculty teaching Business Law and Human	1987	1992
Sole practitioner	IA	Sole practitioner Primarily focusing on employee	2003	present
US Bank	IA	Trust Officer Handled trust investment management for significant personal and charitable organization accounts.	2001	2003

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Gulley	Jeffrey	
	(Last)	(First)	(Middle)

Names of Courses Taught:

LS498 BSLs Capstone (Research Option); Evidence

598

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

HS101 - Medical Law and Bioethics

599

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Gyorkos	Charles	Christopher
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

PA201 Introduction to Legal Research and PA205 Introduction to Legal Analysis & Writing.

600

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Hamilton	Mindy	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
New York Law School	New York, NY	JD		May-04
New York University	New York, NY	MA Education		May-00
Eastern Kentucky University	Richmond, KY	BA English and French		May-94
Institute for International Studies	Paris, France	Certificate for coursework at Sorbonne	1993	1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan University	Ft. Lauderdale, FL	Adjunct Professor	Jan-04	present
Katharine Gibbs School	New York, NY	Professor of Law and Criminal Justice	Oct-05	Aug-08
Franklin Delano Roosevelt High School	Brooklyn, NY	English teacher	2000	2000
Madison Southern High School	Berea, KY	Teacher and Department Chairperson	Aug-94	May-99

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: KAPLAN UNIVERISTY

CS1113 - ACADEMIC STRATEGIES FOR THE BUSINESS PROFESSIONAL

608

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Harper	Virginia	Leigh
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

MM212; MM218 - College Algebra; College Algebra B

609

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

BU100 - Introduction to Business

611

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

SS124 - Introduction to Psychology , SS260 Gender and Society, PS200 – Introduction to Cognitive Psychology

612

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

GM501 - Mgmt. Theories & Practices - Past, Curr., & Future

615

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

HS101 - Medical Law and Bioethics

616

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Holst	John	Adam
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Boise State University	Boise, ID	MS Instructional and Performance Technology	08/02	05/07
University of Northern Iowa	Cedar Falls, IA	BA Public Administration	08/96	08/99
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Organizational Performance Specialist	Columbus, GA	Organizational and Training Development	02/08	Present
Training Manager	Tumwater, WA	Manage training and Department HR Issues	02/04	07/07

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Howeller	Sara	B.
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Central Florida	Orlando, FL	Bachelor of Arts- Legal Studies	1979	1983
Nova University Shepard Broad Law Center	Ft. Lauderdale, FL	1 st year studies -J.D.	1985	1986
Stetson University College of Law	St. Petersburg, FL	Juris Doctorate	1987	1989
Kaplan University	On-Line	various training programs related to on-line	2007	2008
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Business Law	Longwood, FL	advising clients and litigation related to	2002	present
Small business management	Oviedo, FL	management of own small firm, including H.R.,	1989	present
Instruction	Sanford, FL	taught various continuing education courses	1992	present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CS120 - Academic Strategies for the Psychology Professional I; CS115 Academic Strategies

624

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Hylton	Trinette
	(Last)	(First) (Middle)

NAME OF INSTITUTION: Kaplan University

SS124 - Introduction to Psychology

625

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
UNIVERSITY OF IOWA	Iowa City, Iowa	JD	1985	1988
UNIVERSITY OF IOWA	Iowa City, Iowa	Bachelor of Arts Music and French	1981	1985
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
KAPLAN UNIVERSITY ONLINE SCHOOL OF PARALEGAL STUDIES		ADJUNCT PROFESSOR	Oct-03	present
CONTRACT ASSOCIATE ATTORNEY	Des Moines, Iowa	CONTRACT ASSOCIATE ATTORNEY	Jul-03	present
ARBITRATOR AND MEDIATOR	Des Moines, Iowa	ARBITRATOR AND MEDIATOR	Dec-00	present
IOWA ASSOCIATION OF SCHOOL BOARDS	Des Moines, Iowa	Consultant	Feb-00	Jul-02
STATE OF IOWA DEPT OF PERSONNEL	Des Moines, Iowa	Labor Relations Attorney	Nov-91	Aug 96
SHEARER, HINTZE & TEMPLER LAW FIRM	West Des Moines, Iowa	Associate Attorney	May-88	Nov-91

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Judd April
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

MM207 - Statistics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
U. of Northern Colorado	Greeley, CO	Ph.D. - Educational Mathematics		August 2008
Texas A&M University	College Station, TX	MS - Mathematics		1999
U. of Texas, San Antonio	San Antonio, TX	BS - Mathematics		1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
UNIVERSITY OF NORTHERN COLORADO	Greeley, CO	Assistant Professor in Mathematics Education	Aug-07	May-08
UNIVERSITY OF NORTHERN COLORADO	Greeley, CO	Graduate Research Assistant	Dec-06	Jun-07
UNIVERSITY OF NORTHERN COLORADO	Greeley, CO	Graduate Research Assistant, Mathematics and Science Teaching Institute	Aug-04	Jul-05
UNIVERSITY OF NORTHERN COLORADO	Greeley, CO	Graduate Teaching Assistant, Department of Mathematical Sciences	Aug-01	Fall 2003

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CS120 - Academic Strategies for the Psychology Professiona

634

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: King Heidi Marie
 (Last) **(First)** **(Middle)**

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

SS4400 -

SS124 -Introduction to Psychology

PS410 - Screening and Assessment;

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of South Florida	Tampa, FL	Doctoral Degree – Clinical Psychology	2000	2008
University of South Florida	Tampa, FL	Master of Arts - Clinical Psychology	2000	2005
University of Pennsylvania	Philadelphia, PA	Bachelor of Arts - Psychology	1991	1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
University of South Florida	Tampa, FL	Graduate Student Instructor Instructor of upper-level undergraduate Child Psychology class for 160 students	Aug-06	May-07
University of South Florida	Tampa, FL	Graduate Teaching Assistant Teaching Assistant for graduate level Psychological Assessment: Theory and Research course for two years	Aug-04	Aug-06
University of South Florida	Tampa, FL	Graduate Teaching Assistant Instructor for two sections of undergraduate Research Methods lab	Aug-00	Aug-01
H. Lee Moffitt Cancer Center and Research Institute	Tampa, FL	Psychosocial and Palliative Care Program Psychometrist/Graduate Research Assistant	05/2005 08/2000	08/2006 08/2001

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MM204 - College Algebra A

637

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CM318 - Advocacy and Opposition in the Modern Workplace ; CM115 Communicating in the 21st Century; CM202, Mass Communication ; Cm206, Interpersonal Communication

638

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

HW205; HW220 - Vitamins, Herbs, and Nutritional Supplements; Contemporary Diet and Nutrition

639

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Kromminga	Alex	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Concord Law School	Los Angeles, CA	EJD Health Law	2003	2006
St. Mary's University of Minnesota	Winona, MN	MA: Health and Human Services Administration	2000	2002
Minnesota State University-Mankato	Mankato, MN	BS: Open Studies	1993	1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Rochester Community and Technical College	Rochester, MN	Adjunct faculty teaching Safety and Compliance Management	2003	present
Kaplan University, Paralegal Program		Adjunct faculty in Legal Studies Department	2007	present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT211 - Business Law

643

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CS113 - Academic Strategies for the Business Professional

644

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CS113 - Academic Strategies for the Business Professional

647

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Lee John Patrick
 (Last) **(First)** **(Middle)**

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

MT203 - Human Resource Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
St. Ambrose University	Davenport, IA	MBA - Business	1985	1988
Western Illinois University	Macomb, ILL.	BA - Business	1981	1985
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
McLaughlin	Moline, ILL.	Industrial Engineer	2001	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

SS124 - Introduction to Psychology

650

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Lester	Nekishia
	(Last)	(First) (Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Miami School of Law	Coral Gables, Florida	JD	Aug-00	May-03
University of Miami	Coral Gables, Florida	BS Mathematics and English	Aug-96	May-00
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan University	Ft. Lauderdale, Florida	Instructor - Civil Litigation, Employment Law , Employment Dispute Resolution	Oct-07	present
Keiser University	Ft. Lauderdale, Florida	Instructor - Business Law, Criminal Law. Legal Ethics and the Environment	Feb-07	Feb-08
Broward Community College	Hollywood, Florida	Instructor - English	Aug-04	present
Lester & Associates, P.A.	Miami, Florida	General Practice Lawfirm	Feb-06	present
Regional Counsel for the Office of Criminal Conflict and Civil	Miami, Florida	Domestic Violence, Dependency and Appeals	Dec-07	present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Levin	Susan	
	(Last)	(First)	(Middle)

Names of Courses Taught:

AC114 - Accounting I

653

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Lippman Frederick
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

MM212; MM218 - College Algebra; College Algebra B

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of California at Santa Barbara	Santa Barbara, CA	Master's - Mathematics		1989
University of California at Santa Cruz	Santa Cruz, CA	Bachelor's - Mathematics		1986
University of California at Santa Cruz	Santa Cruz, CA	Bachelor's - Computer Science		1986
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Shasta College	Redding, CA	Mathematics Instructor	2001	2008
National University	Redding, CA	Mathematics Instructor	2001	2008
Kaplan University		Mathematics Instructor	2005	2008
Devry University	Oakbrook Terrace, IL	Mathematics Instructor	2005	2008

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT219 - Marketing
BU100 - Intro to Business
MT101- Management

662

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

BU100 - Introduction to Business

663

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	McFaul	Janis	L
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Walsh College	Troy, Michigan	Bachelors in Finance	1987	1989
Central Michigan University	Troy, Michigan	Masters in Administration	1989	1992
Union Institute & University	Cincinnati, Ohio	Ph.D. in Marketing and Cultural Anthropology	1992	1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Troy State University	Online	Online Adjunct Professor	2002	2008
Lawrence Technological University	Southfield, Michigan	Adjunct Professor for Masters courses in	2002	2008
Central Michigan University	Online and Michigan Locations	Adjunct Professor for Masters Marketing course	2002	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

PA230 Introduction To Legal Technology

668

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	MacLaren	Anne	
	(Last)	(First)	(Middle)

Names of Courses Taught:

PA230 Introduction to Legal Technology

669

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	McMullin	Barbara	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

CS115 – Academic Strategies

670

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	McNamara	James	
	(Last)	(First)	(Middle)

Names of Courses Taught:

671

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

SS124 - Introduction to Psychology

676

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MM207 - Statistics

678

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CS119 - Academic Strategies for the Health Care Professional

679

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Mighdoll	Preston	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
New England School of Law	Boston, MA	JD	1973	1976
State University of New York	Stony Brook	BS	1969	1973
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan University		Adjunct Professor, Paralegal Program, Contracts	Jul-03	present
State Attorney's Office	West Palm Beach, FL	Assistant State Attorney as Chief, Economic Crime and Crimes Against the Elderly Unit.	3/1/1993	present
Private Practice	West Palm Beach, FL	Private Practice as an associate, partner and solo practitioner City Attorney of Greenacres, Florida from 1983 to 1993. Town Attorney of Juno Beach, Florida from 1988 to 1990. Trial Practice in Family, Personal Injury and Criminal Law. Office Practice in Probate, Wills, Contracts, Corporations and Real Estate.	Nov-79	Feb-93
West Palm Beach, Florida	West Palm Beach, FL	Assistant Public Defender Numerous jury and nonjury trials of felony and misdemeanor cases.	1976	1979

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (**i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Miller Kelly Kay
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

HS101 - Medical Law and Bioethics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Florida International University	Miami, FL	Master's Degree in Public Health	2005	2006
Kaplan University	Boca Raton, FL	Bachelor's Degree in Management	2002	2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Remington College	Nashville, TN	Medical Department Chair/Instructor	2006	present
Keiser College	Port St Lucie, FL	Program Director/Instructor, Surgical Technology and Medical Assisting	2003	2006
Fresenius Medical Care/MMHS	Stuart, FL	Clinical Technician/Emergency Room Technician	2002	2003
Lifeline of Martin County	Stuart, FL	Volunteer Health Education Counselor	1993	1999

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Milne Beth
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

SS144 - Sociology

SS260 Gender and Society

SS270 Social Problems

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	MA - Sociology		May-94
Indiana University	Indiana	BA - Sociology		1990
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan College		On-line Instructor	Jul-03	present
Ivy Tech State College	Anderson, IN	Instructor	Aug-93	present
Corinthian Colleges, Inc.	Gardena, CA	On-line Instructor	Nov-04	present
Independent Contractor		Software Trainer/Consultant	Jan-99	Dec-04

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CM220 - College Composition II

CM107 College Composition I for AS Majors

CM 106 College Composition for IT Majors

685

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INDIANA COMMISSION ON PROPRIETARY EDUCATION

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Muffler	Stephen
	(Last)	(First)
		(Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

PA100 Eight Skills of the Effective Online Paralegal Student

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
UNIVERSITY OF MIAMI--SCHOOL OF LAW	Coral Gables, Florida	LL.M-International Law Program	1994	1996
NOVA SOUTHEASTERN UNIVERSITY-LAW CENTER	Davie, Florida	JD	1990	1993
UNIVERSITY OF MISSOURI-ST. LOUIS	St. Louis, Missouri	B.S., Administration of Justice	1986	1990
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Law Offices of Stephen C Muffler	Ft. Lauderdale, FL	Partner in a law firm which specializes in representing foreign overseas interests in South Florida's judicial and business environment as well as real property transactions & litigation.	1997	present
The Florida Bar	Miami, FL	Legal assistant position with The Florida Bar assisting in the investigation of attorneys for alleged ethical violations and before Florida Supreme Court appointed referees and written appeals before the Florida Supreme Court.	1995	1996
St. Thomas University	Miami Gardens, FL	Adjunct Professor - Duties included teaching International Business Law and U.S. Business Law to undergraduates.	1996	1997
West Publishing	Miami, FL	Academic Representative Duties included the training of South Florida law students, courthouse staff attorneys, professors and law librarians in computer	1991	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

SS144 - Sociology

SS270 – Social Problems

688

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT217 - Finance

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

GM500 - Managers as Leaders

693

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Niles	Christine
	(Last)	(First) (Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Notre Dame Law School	Notre Dame, Indiana	Juris Doctor	2000	2003
University of Oxford	Oxford, England	Master of Studies, Theology	1998	1999
University of Florida	Gainesville, Florida	BA, Philosophy	1993	1997
Center for Medieval and Renaissance Studies	Oxford, England	Associate Student of Keble College	1995	1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan University	Online	Adjunct Instructor	2005	present
John Adams High School	South Bend, Indiana	Teaching Intern	Spring 2002	Spring 2002
Honorable Robert D. Rucker, Supreme Court of Indiana	Indianapolis, Indiana	Judicial Law Clerk	2003	2005
Honorable Paul J. Kelly, Jr., U.S. Court of Appeals for the Tenth Circuit	Santa Fe, New Mexico	Judicial Law Extern	Summer 2002	Summer 2002

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

AC116 - Accounting II
AC114 - Accounting I

696

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	O'Keefe-Hale	Kathryn	
	(Last)	(First)	(Middle)

Names of Courses Taught:

697

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

AC116 - Accounting II
AC114 - Accountitng I

699

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

HU410 - Freedom and Justice

700

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

EF310 - Cur. Trds in Exer. & Fit.-Aging Well Acrs. Lifespn

701

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

PA342 Insurance Law

703

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Persky	Beth	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Fletcher School of Law and Diplomacy		MA Law and Diplomacy		1992
Boston University School of Law	Boston, MA	JD University of Illinois at Chicago		1991
University of Illinois at Chicago	Chicago, IL	MA Linguistics with concentration in Teaching English to Speakers of Other Languages		1988
University of Michigan	Michigan	BA Political Science		1982
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan University		Teach Civil Litigation for paralegals	2005	2006
University of Illinois at Chicago	Chicago, IL	Taught English Composition to non-native speakers of English	1986	1987
Law Office of Judith Wood	Los Angeles, CA	Attorney: Firm specializing in immigration law.	1995 1999	1996 2006
Wolfsdorf Associates	Pacific Palisades, CA	Attorney: Firm specializing in immigration law.	1994	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT101 - Introduction to Business

705

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

GM506 - Strategic Financial Analysis

706

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Pollack	Adam	Lloyd
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Nova Southeastern University	Fort Lauderdale, FL	Juris Doctorate	1993	1996
University of Florida	Gainesville, FL	B.A. Political Science	1989	1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Law Office of Adam L. Pollack, P.A.	Orlando, FL	Director of subchapter S corporation	2000	present
Eighteenth Judicial Circuit	Sanford, FL	Senior Legal Advisor	1999	2000
Eighteen Judicial Circuit	Sanford, FL	Assistant Public Defender	1997	1999

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Premo	David	John
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

CM220 - College Composition II

709

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Psenka	Jonathan	Mansfield
	(Last)	(First)	(Middle)
NAME OF INSTITUTION:	Kaplan University		
Names of Courses Taught:			
HW210 - Complementary and Alternative Medicine			

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Southwest College of Naturopathic Medicine & Health Sciences	Tempe, AZ	Doctorate of Naturopathic Medicine -	6/20/1905	2002
University of Montana	Missoula, Montana	BA - Zoology	6/15/1905	1997
		-		
		-		
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Naturopathic Family Care	Phoenix, Arizona	Chief Medical Officer/Practicing Physician	2002	Current
Issels Medical Center	Phoenix, Arizona	Owner/Co-founder/Practicing Physician	2002	Current
Rainstar University	Phoenix, Arizona	Faculty Anatomy and Physiology		2007
Rio Salado College	Phoenix, Arizona	Adjunct Faculty Anatomy and Physiology	2007	Current

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MM212 - College Algebra

711

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT219 - Marketing

713

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

GM501 - Mgmt. Theories & Practices - Past, Curr., & Future

714

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

HS120 - Anatomy And Physiology I
HS130-Anatomy and Physiology II

715

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CM220 - College Composition II

716

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Reiss	Jennifer	Lynn
	(Last)	(First)	(Middle)

Names of Courses Taught:

MT219 - Marketing

717

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT203 Human Resource Management

718

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MM207; MM305 – Statistics and Quantitative Methods.

720

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Roberts	Patrick K	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Missouri-Columbia	Columbia, MO	AB Political Science		1970
University of Illinois at Urbana - Champaign	Champaign, IL	Graduate Study Political Science		1970
University of Missouri-Columbia	Columbia, MO	JD		1973
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Webster University	St Louis, MO	Adjunct professor Courses taught:	2001	present
Kaplan College		Adjunct professor Courses taught: (1) Civil Litigation I, including investigating claims,	2004	present
Patrick K. Roberts, LLC	Springfield, MO	Law practice emphasizing juvenile law, insurance defense and service to other lawyers	2004	present
Cunningham, Harpool & Cordonnier, LLC	Springfield, MO	Of counsel. Law practice emphasizing administration of law firm	2002	2003

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Robinson	Brandy	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Thomas M. Cooley Law School	Lansing, Michigan	JD		Jan-03
Jackson State University	Jackson, Mississippi	BA Political Science / Pre-Law		May-98
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan University	Fort Lauderdale, Florida	Online Part-time Adjunct	Aug-04	present
Baker College-Owosso	Owosso, Michigan	Part-time Adjunct		Fall 2003
City of Flint	Flint, Michigan	Legal Assistant Assisted in vast litigation related to the Flint Municipal Corporation per MCR 8.120.	Oct-03	Jul-04
Brown & Stanley, P.C.	Detroit, Michigan	Paralegal Assisted in a variety of areas in a three-attorney general practice firm.	Nov-02	Aug-03

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Robinson Letitia
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

CS119 - Academic Strategies for the Health Care Professional

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Touro University International	Los Alamitos, CA	Doctor of Philosophy - Health Sciences		2008
California College for Health Sciences	National City, CA	Graduate Certification - Community Health Education		2005
University of Phoenix	Phoenix, AZ	MS - Nursing		2000
Hampton University	Hampton, VA	BS - Nursing		1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
USPHS - Health Resources and Services Administration	Rockville, MD	Senior Public Health Analyst, HIV/AIDS Bureau (HAB), Division of Science	Oct-02	present
USPHS - National Institutes of Health	Bethesda, MD	Clinical Research Nurse/Bronchoscopy Suite Coordinator	Feb-02	Oct-02
US Navy - National Naval Medical Center	Bethesda, MD	Team Leader/Charge Nurse, Mother Infant Care Center	Jul-00	Feb-02
US Navy - US Naval Hospital	Sigonella, Italy	Nurse Manager, Maternal-Child Unit	Jun-97	Jun-00

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

PA310 Tort Law

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Nebraska at Lincoln	Lincoln, NE	BS Natural Resources		1999
University of South Dakota School of Law	Vermillion, SD	JD		2002
Vermont Law School	South Royalton, VT	Master of Studies in Environmental Law		2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
First Dakota Title	Sioux Falls, SD	General Counsel Responsible for management of title insurance department and the internal legal needs of the company	2003	2008
State of Iowa, Polk County	Polk County, Iowa	Law Clerk Worked for eight judges completing legal research and drafting opinions for the court	2002	2003
Kaplan University	Fort Lauderdale, FL	Adjunct Professor Responsible for the teaching of various classes to paralegal students, including contracts, torts, legal ethics, family law, and legal research	2003	present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Ryan	Melissa	Elizabeth
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

SS440 - Abnormal Psychology

726

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MM212 - College Algebra

728

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Saxon	Linda	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

CS119 - Academic Strategies for the Health Care Professional

729

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan Universit on-line

BU100 - Introduction to Business

730

INDIANA COMMISSION ON PROPRIETARY EDUCATION

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (**i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Schatzle	Chad
	(Last)	(First)
		(Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

PA230 Introduction To Legal Technology; PA 450 Medical Malpractice Litigation; PA 205 Introduction to Legal Analysis and Writing

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of South Florida	Tampa, FL	Librarianship	Jan-06	May-07
UNIVERSITY OF FLORIDA COLLEGE OF LAW	Gainesville, Florida	LLM Taxation	Aug-01	Jul-02
UNIVERSITY OF MIAMI SCHOOL OF LAW	Coral Gables, FL	JD	Aug-96	Dec-98
FLORIDA ATLANTIC UNIVERSITY	Boca Raton, FL	BBA	Aug-92	May-96
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
University of Nevada, Las Vegas	Las Vegas, NV	Law librarian	June-07	present
CHAD J. SCHATZLE, P.A.	Bay Harbor Islands, Florida	Principal, General civil practice, business law, bankruptcy, eviction, taxation, and basic estate planning	Oct-04	Dec-05
LEGAL SERVICES OF GREATER MIAMI, INC.	Miami, FL	Staff Attorney, Responsible for all aspects of tax related issues, including litigation of Tax Court cases, administrative resolution of tax cases, community tax education; personal bankruptcy; and housing law.	Sep-02	Oct-04
COLE, WHITE & BILLBROUGH, P.A.	Miami, FL	Associate, Researched, drafted and argued memoranda and pleadings in a general civil practice firm, concentrating in appellate, commercial and insurance defense litigation.	Feb-00	Jun-01

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

BU100 - Introduction to Business

733

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Schulz	Lara	A
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Friends University	Wichita, KS	Masters of Science-Business/Management	2/2001	2/2002
National American University	Rapid City, SD	Bachelors of Science-Applied Management	6/1998	8/2000
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan University	Online	Business Instructor	9/2005	Present
Chattahoochee Technical College	Marietta, GA	Business Management and CIS Instructor	9/2006	9/2007
ITT Technical Institute	Kennesaw, GA	Business and Accounting Instructor	9/2005	9/2006
Brown Mackie College	Overland Park, KS	Business and Accounting Department Chairperson	6/2001	5/2005

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Searl	Jodi	
	(Last)	(First)	(Middle)

Names of Courses Taught:

736

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

BU100 - Introduction to Business

737

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

SS-124 – Intro. To Psychology

738

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

HS101 - Medical Law and Bioethics

739

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Simon	Pablo	
	(Last)	(First)	(Middle)

Names of Courses Taught:

AC114 - Accounting I

740

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT217 - Finance

741

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Slater	Angela	
	(Last)	(First)	(Middle)

Names of Courses Taught:

742

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

PS 220- Child and Adolescent Psychology

743

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Smith	Jamie D	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
George Washington University	Washington, DC	JD		Jan-01
George Washington University	Washington, DC	MA International Affairs		Jan-01
George Washington University	Washington, DC	BA International Affairs		May-97
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Freelance Attorney	Washington, DC	Litigation Attorney	Apr-07	present
Kaplan University, School of Legal Studies	Washington, DC	Adjunct Professor	Oct-07	present
Strayer University, MBA Program	Washington, DC	Adjunct Professor	Sep-08	present
American University, Washington College of Law	Washington, DC	Adjunct Professor of Law	Aug-06	May-08

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Smith	Rafael J	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

HS130 - Anatomy And Physiology II

745

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CM220 - College Composition II

746

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

HU245; HU310; HU345 – Ethics; Culture, Society and Advanced Technology; Critical Thinking

748

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Strausser	Robert	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

SS124 - Introduction to Psychology

749

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Streit	Mary	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

SS124; SS350; SS440 - Introduction to Psychology; Developmental Psychology; Abnormal Psychology

750

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MM207 - Statistics

753

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CM 202- Mass Communications

754

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CM107 - College Comp I-Eff Writing I for A&S Majors

755

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MT211 - Business Law

756

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Tippens	Brian	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

PA350 Social Security Disability Law

757

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ph.D.	Capella University	Business and Technology	2003	2008
MBA	University of Phoenix	Business Org & Mgt	2002	2003
BA	University of California, Irvine	Sociology	1998	2000
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Vice President, Leasing Division, Southern CA	NAI Capital, Commercial Real Estate, Worldwide	Commercial Real Estate	2008	present
Senior Advisor	Sperry Van Ness, Asset Management	Marketing Specialist	2006	2008
Leasing Agent	Charles Dunn Company	Leasing Agent	2001	2006
Professor	Coastline Community College	Distance Learning Part-Time Instructor	2008	present

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Tormey Dennis
(Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

PA201 Introduction to Legal Research

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Thomas Jefferson School of Law	San Diego, CA	JD	Aug-94	Dec-96
Oxford University	Oxford, England	Certificate: International Human Rights Law		Summer 1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan University		Part-time Adjunct Professor in the paralegal studies program	Jul-04	present
Maric College	Vista, CA	Director of Paralegal Studies responsible for administration of the entire Paralegal program	Oct-03	Jun-05
Maric College	San Diego, CA	PARALEGAL PROGRAM COORDINATOR Director of Paralegal Studies	Sep-02	Oct-03
Kelsey-Jenny College	San Diego, CA	Full-time Adjunct Professor in the paralegal studies program	Jul-97	Jun-02
County Recorder's Office, County of San Bernardino	San Bernardino, CA	Deputy Recorder responsible for the day-to-day operations of the County Recorder's Office	Jul-06	present
Law Office of Dennis Tormey	Menifee, CA	Attorney in a general civil litigation practice with emphasis on Business Law, Real Estate, Contracts, Corporations, Collections, Tort Law – Risk Management and Personal Injury, Bankruptcy, Landlord – Tenant, Family Law, Immigration and other consumer law related matters	Jun-05	Jul-06
Lareybi & Associates	San Diego, CA	Attorney in a general civil litigation practice. Extensive legal research and writing, heavy law & motion practice. Involved in all phases of litigation practice for various consumer law cases, such as Bankruptcy, Real Estate, Contracts, and Tort law.	Jun-01	Oct-03
Tormey & Tormey	San Diego, CA	Attorney in consumer law related firm. Emphasis on Bankruptcy, Family Law, Contracts, Real Estate – Landlord/Tenant, and Personal Injury. Responsible for all facets of litigation from pre-litigation consultation through trial and post-trial judgment enforcement.	Oct-97	Jun-01

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CM220 - College Composition II

CM250—Editing for Writers

CM103—Effective Writing for CJ Majors

760

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (**i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Vail Daisy
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

CS119 - Academic Strategies for the Health Care Professional

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
DeVry University	Miramar, Florida	MBA -		Jun-06
Florida Atlantic University	Boca Raton, Florida	BS - dual majors in Management and Marketing		Jun-06
		-		
		-		
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Freight Forward USA	Coconut Creek, FL	Business Owner	2008	Present
University of Phoenix		Online Instructor	2007	present
Bank Atlantic	Coral Springs, FL	Assistant Vice-President	2005	May 2008 2008
Hydraulic Supply Company	Sunrise, FL	Customer Service Manager	2004	2005
Magnivision, An American Greetings Company	Miramar, Florida	Manager, Operations Center	1999	1999

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Vassiliadis Theodore
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

MM212 - College Algebra

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Illinois	Chicago, IL	Ph.D. - Mathematical Computer Science	1990	1995
University of Illinois	Chicago, IL	MS - Mathematics & Computer Science	1988	1990
University of Patras	Patras, Greece	BS - Mathematics & Theoretical Computer Science	1982	1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Devry University Online	Oakbrook Terrace IL	Instructor	Nov-03	present
Whirlpool Co	Benton Harbor, MI	Manager, World Web	Jul-08	present
University of Phoenix	Phoenix, AZ	Instructor	Sep-06	present
Walgreen Company		Manager, Merchandising Strategy & Development- FlexStore Program	Dec-06	Jan-08

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Vaughan	George	Stephen
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

MM204 - College Algebra A MM212 – College Algebra MM207 Statistics MM309 Discrete Mathematics

764

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Wade Keith Alan
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

CS113 - Academic Strategies for the Business Professional

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Kaplan	Online	Business	May 08	June 08
MBA	U-D Mercy	MBA	1994	2002
PhD-Business	NCU-Arizona	Management	2002	Present
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Ford Motor Company	Dearborn, MI	Manager	1994	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

HS305 - Research Methods for Health Sciences

767

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CS119 - Academic Strategies for the Health Care Professional

768

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Terry Watson Lyn
 (Last) **(First)** **(Middle)**

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

BU100 - Introduction to Business

CS113 - Academic Strategies for the Business Professional

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Walden University (PhD)	Minneapolis, MN	Business Management	Aug 2005	Present
Baker College (MBA)	Flint, MI	Finance / Int. Business	July 2002	June 2004
Baker College (BBA)	Flint, MI	Business Management	July 200	June 2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Project Manager, International Projects	Canton, MI Seoule, S. Korea	Manage / Perform Onsite Supervision: Korean Projs	Aug 1991	June 1995
Industrial Sales and Marketing Management	Detroit, MI	Ind Sales / Marketing Mgr Automotive, Petro Chem	Jan 1986	Jan 1999
Financial Analysis and Personal Finance	Troy, MI	Financial Analysis and Personal Finance	Jan 1995	May 2001

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Wells Carrie
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan University

Names of Courses Taught:

CM220 - College Composition II

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Capella University	Minneapolis, MN	Ph.D. - Adult Education		expected 2008
Hardin-Simmons University	Abilene, TX	MA - English		2001
University of Central Florida	Orlando, FL	BA - English		1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kaplan University	Fort Lauderdale, FL	Assistant Professor – Department of Composition Writing Center Tutor	2006 2005	Present 2006
Cisco Junior College	Cisco, TX	Instructor – Department of English	2004	2005
McMurry University	Abilene, TX	Adjunct Instructor – Department of English	2001	2004
Hardin-Simmons University	Abilene, TX	Adjunct Instructor – Department of English	2002	2004

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

MM207 - Statistics

774

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Wilkins Penny Ann
 (Last) (First) (Middle)

NAME OF INSTITUTION: Kaplan Univeristy

Names of Courses Taught:

BU100 - Introduction to Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Doctor of Management	University of Phoenix	Management & Leadership	2000	2003
Master of Science	Cal. State Univeristy, Hayward	Education-Online Teaching	2003	2004
Master of Arts	University of Phoenix	Organizational Management	1995	1997
Bachelor of Arts	University of Phoenix	Management	1993	1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Project Manager	Pearson Publications, Indianapolis	Responsible for the staffing, budgeting,	2007	present
Business Manager & CFO	St. Elizabeth High School Oakland, California	Responsible for overall business operations	1992	2005
Adjunct Graduate & Undergraduate Faculty,	University of Phoenix Online, FlexNet, and	Periodically facilitated graduate and	1999	2007
Adjunct MBA Faculty, Course Designer, Doctoral	Walden University	Intermittent teaching and lead faculty duties for the	2003	present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

CM312; CM410 - Communication and Organizational Change; Organizational Communication

776

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Kaplan University

PA 130 Contracts; PA 101 The Paralegal Profession; PA 106 Legal Terminology and Transcription

777

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Wolak	Roseann
	(Last)	(First) (Middle)

NAME OF INSTITUTION: Kaplan University

CM220 - College Composition II

778

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Yarber	Karen	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Kaplan University

PS115 - Contemporary Issues in Psychology

780

